

OWOSSO

Planning Commission



Regular Meeting
6:30pm, Monday, July 24, 2017
Owosso City Council Chambers



MEMORANDUM

301 W. MAIN ▪ OWOSSO, MICHIGAN 48867-2958 ▪ WWW.CI.OWOSSO.MI.US

DATE: July 20, 2017
TO: Chairman Wascher and the Owosso Planning Commission
FROM: Susan Montenegro, asst. city manager/director of community development
RE: Regular Planning Commission Meeting: July 24, 2017

The planning commission shall convene at 6:30 pm on Monday, July 24, 2017 in the city council chambers of city hall.

On the schedule is more discussion on section 38-380 regarding industrial parking along with language from other communities; an updated citizen participation plan (CPP) that incorporates elements the MEDC wanted included; and downtown parking discussions regarding residential leases and time limits that might require some tweaking of current ordinance language. I have included a lot of material for your review and plan to print the packets for you so that you do not have to.

Craig Weaver has resigned from the planning commission board due to scheduling conflicts in the coming year. The mayor has appointed Jake Adams (Josh's younger brother) to the board, please make him feel welcome.

Please **RSVP for the meeting**. Feel free to contact me at 989.725.0544 if you have questions.

Sue

AGENDA
Owosso Planning Commission
Regular Meeting
Monday, July 24, 2017 at 6:30 p.m.
Council Chambers – Owosso City Hall
Owosso, MI 48867

CALL MEETING TO ORDER:

PLEDGE OF ALLEGIANCE:

ROLL CALL:

APPROVAL OF AGENDA: July 24, 2017

APPROVAL OF MINUTES: June 26, 2017

COMMUNICATIONS:

1. Staff memorandum.
2. PC minutes from June 26, 2017.
3. Section 38-380. Off-street parking requirements.
4. Review/revision of off-street parking requirements in downtown.
5. Citizen participation plan updating.

COMMISSIONER/PUBLIC COMMENTS:

PUBLIC HEARING:

1. None.

SITE PLAN REVIEW:

1. None.

BUSINESS ITEMS:

1. Election of Officers. Elect the chair, vice-chair and secretary for the 2017-18 fiscal year.
2. Review of Section 38-380 (12)e. The Owosso Zoning Board of Appeals is requesting the review and potential revision of off-street parking requirements for industrial districts.
3. Review of Section 38-380. Look at language regarding off-street parking requirements in the downtown and consider revision of this section.
4. Citizen participation plan. Review of current citizen participation plan.

ITEMS OF DISCUSSION:

None.

COMMISSIONER/PUBLIC COMMENTS:

ADJOURNMENT: **Next meeting will be Monday, August 28, 2017**

Commissioners, please call Sue at 725-0544 if you will be unable to attend the meeting on Monday, July 24, 2017.

[The City of Owosso will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audiotapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting/hearing upon seventy-two (72) hours notice to the City of Owosso. Individuals with disabilities requiring auxiliary aids or services should contact the City of Owosso by writing or calling the following: Amy Kirkland, City Clerk, 301 W. Main St, Owosso, MI 48867 (989) 725-0500]. The City of Owosso website is: www.ci.owosso.mi.us

**MINUTES
REGULAR MEETING OF THE OWOSSO PLANNING COMMISSION
COUNCIL CHAMBERS, CITY HALL
MONDAY, JUNE 26, 2017 – 6:30 P.M.**

CALL TO ORDER: Chairperson Bill Wascher called the meeting to order at 6:35 p.m.

PLEDGE OF ALLEGIANCE: Recited.

ROLL CALL: Tanya Buckelew, Recording Secretary.

MEMBERS PRESENT: Chairman Bill Wascher, Secretary Janae Fear, Commissioners Michelle Collison, Dan Law (arrived at 7:15 p.m.), Frank Livingston, Tom Taylor.

MEMBERS ABSENT: Vice-Chair Craig Weaver, Commissioners Tom Cook, Brent Smith.

OTHERS PRESENT: Amber Coe and Guest – 1000 State St.

APPROVAL OF AGENDA:

MOTION BY COMMISSIONER LIVINGSTON, SUPPORTED BY COMMISSIONER TAYLOR TO APPROVE THE AGENDA FOR JUNE 26, 2017.

YEAS ALL. MOTION CARRIED.

APPROVAL OF MINUTES:

MOTION BY COMMISSIONER LIVINGSTON SUPPORTED BY COMMISSIONER TAYLOR TO APPROVE THE MINUTES FOR THE MAY 22, 2017 MEETING.

YEAS ALL. MOTION CARRIED.

COMMUNICATIONS:

1. Staff memorandum.
2. PC minutes from May 22, 2017.
3. Special use permit application – 1000 State St.
4. Section 38-380 Off-street parking requirements
5. Citizen participation plan updating

COMMISSIONER/PUBLIC COMMENTS

None.

PUBLIC HEARING:

1. SPECIAL USE PERMIT 1000 STATE ST – Amber Coe, owner, presented her plan for a special use permit. She is currently licensed to operate a child care center in her home for up to six children. She wishes to expand that license to provide care for up to 12 children. This is classified as a group day care home. Her hours of operation are Monday – Friday 7:00 a.m. – 5:30 p.m. There are 2 issues that would need to be resolved for issuance. 1. The play area is only 800 square feet and needs to be a minimum of 900 square foot. Ms. Coe is currently working on expanding the play area. 2. The play area needs to be moved 8 feet from the side yard fence. Ms. Coe says that is feasible to do.

MOTION BY COMMISSIONER TAYLOR AND SUPPORTED BY COMMISSION COLLISON TO APPROVE THE APPLICATION FOR SPECIAL USE PERMIT FOR 1000 STATE STREET, PARCEL # 050-114-001-020-00 AS APPLIED AND ATTACHED HERETO IN PLANS SUBMITTED MAY 26, 2017 BASED ON THE FOLLOWING CRITERIA:

APPLICANT MUST MEET 2 REQUIREMENTS:

- 1. INCREASE PLAY AREA TO 900 SQUARE FEET**
- 2. MOVE PLAY AREA 8 FEET FROM SIDE YARD FENCE**

GENERAL STANDARDS

The planning commission shall review each application for the purpose of determining that each proposed use meets the following standards and in addition, shall find adequate evidence that each use on its proposed location will:

- a. Be harmonious with and in accordance with the general principals and objectives of the mid-county land use plan and other approved planning documents of the city.
HAS BEEN MET
- b. Be designed, constructed, operated and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such a use will not change the essential character of the area in which it is proposed.
HAS BEEN MET
- c. Not be hazardous or disturbing to existing or future uses in the same general vicinity and will be a substantial improvement to property in the immediate vicinity and to the community as a whole.
HAS BEEN MET
- d. Be served adequately by essential public facility and services, such as highways, streets, police, fire protection, drainage structures, refuse disposal, water and sewage facility and schools.
HAS BEEN MET
- e. Not involve uses, activities, processes, materials and equipment or conditions of operation that will be detrimental to any person, property, or general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, or odors.
HAS BEEN MET
- f. Be necessary to meet the intent and purpose of the zoning regulations; be related to the standards established in the ordinance for the land use or activity under consideration; and be necessary to insure compliance with the standards.
HAS BEEN MET
- g. Be related to the valid exercise of police power and purposes which are affected by the proposed use or activity.
HAS BEEN MET

ROLL CALL VOTE:

AYES: COMMISSIONERS COLLISON, FEAR, LIVINGSTON, TAYLOR AND CHAIRPERSON WASCHER.

NAYS: NONE

MOTION PASSED

SITE PLAN REVIEW: NONE

BUSINESS ITEMS:

1. Review of Section 38-380 (12)e.
 - The Owosso Zoning Board of Appeals is requesting the review and potential revision of off-street parking requirements for industrial districts.
 - Two requests have come up in the past two years to request a variance for off-street parking in an industrial area. The ordinance may be somewhat outdated as to the requirements based on either number of employees or usable floor space. With today's technology, employers may have less employees and more automation.
 - Commissioner Fear suggested leaving it as is for now due to only 2 situations has come up.
 - Ms. Montenegro will look into getting similar updated language for the next meeting, for the Planning Commission to review and see if there is a need to proceed with changes.
2. Citizen participation plan. Review of current citizen participation plan.
 - The City of Owosso is interested in applying to the MEDC under the Redevelopment Ready Communities Program to become certified as a Redevelopment Ready Community (RRC) and receive assistance from the program in promoting sites within the community.
 - Ms. Montenegro originally wrote a plan back in 2014. Community Development Block Grants (CDBG) require a citizen participation plan to receive monies through the program.
 - The Redevelopment Ready Communities program also requires the plan. Ms. Montenegro presented an update to the 2014 version to the State MEDC. A couple of additions will be added and Ms. Montenegro will present the plan again to the Planning Commission for approval. After which, the plan will be presented to the City Council for approval. The City will then have to complete the steps laid out from the MEDC to become certified in the Redevelopment Ready Communities program, which could take 1-2 years to complete.
 - Ways to reach the public by social media and a survey and evaluation would both be good tools to add to the plan. Ms. Montenegro will look at other communities for additional ideas for the plan.
 - In addition, the Master Plan is due to be updated.

ITEMS OF DISCUSSION:

Marijuana discussion regarding the changes coming in December. Council needs to set dates for Medical Marijuana Workshops to inform public of what is coming and get a general census of what the public wants.

COMMISSIONER/PUBLIC COMMENT: NONE

ADJOURNMENT:

MOTION BY COMMISSIONER LIVINGSTON, SUPPORTED BY COMMISSIONER TAYLOR TO ADJOURN AT 7:30 P.M. UNTIL THE NEXT MEETING ON JULY 24, 2017.

YEAS ALL, MOTION CARRIED.

Janae L. Fear, Secretary

Sec. 38-380. - Off-street parking requirements.

There shall be provided in all districts at the time of erection or enlargement of any main building or structure, automobile off-street space with adequate access to all spaces. The number of off-street parking spaces, in conjunction with all land or building uses shall be provided, prior to the issuance of a certificate of compliance and occupancy, as hereinafter prescribed:

- (1) Off-street parking spaces may be located within a side or rear yard unless otherwise prohibited in this chapter. Off-street parking will not be permitted between the surfaced area of a street and the property line of the street right-of-way. Off-street parking will not be permitted within a front yard setback, or a side yard regulated by the front yard setback provisions of section 38-352(c), unless approval is secured from the building inspector, whose determination shall be made upon the following criteria:
 - a. That an application has been made to the building department with a drawing of the entire front yard area including the home, yard, sidewalk, street, drives, and proposed parking area with dimensions of each.
 - b. The intent being to prohibit parking, parking will be permitted only when no other space is available, and shall be limited to the occupant's licensed and operable vehicles only, and must be adjacent to the main driveway to the premises, and must be surfaced with an approved concrete, asphalt, gravel, or other aggregate.
 - c. The decision of the building inspector to grant or not grant the permit shall be appealable to the board of zoning appeals of the city.
- (2) Off-street parking for other than residential use shall be either on the same lot or within three hundred (300) feet of the building it is intended to serve, measured from the nearest point of the building to the nearest point of the off-street parking lot. Ownership shall be shown of all lots or parcels intended for use as parking by the applicant.
- (3) Required residential off-street parking spaces shall consist of a parking strip, parking bay, driveway, garage or combination thereof and shall be located on the premises they are intended to serve.
- (4) Off-street parking existing at the effective date of this chapter, in connection with the operation of an existing building or use shall not be reduced to an amount less than hereinafter required for a similar new building or new use.
- (5) Two (2) or more buildings or uses may collectively provide the required off-street parking in which case the required number of parking spaces shall not be less than the sum of the requirements for the several individual uses computed separately.
- (6) In the instance of dual function of off-street parking spaces where operating hours of buildings do not overlap, the board of appeals may grant an exception.
- (7) The storage of merchandise, motor vehicles for sale, trucks, or the repair of vehicles is prohibited in off-street parking area.
- (8) For those uses not specifically mentioned, the requirements for off-street parking facilities shall be in accord with a use which the building inspector considers is similar in type.
- (9) When units or measurements determining the number of required parking spaces result in the requirements of a fractional space, any fraction up to and including one-half shall be disregarded and fractions over one-half shall require one (1) parking space.
- (10) For the purpose of computing the number of parking spaces required, the definition of "usable floor area" in section 38-5 shall govern.
- (11) The requirements of subsection (12) shall not apply to the erection, alteration or extension of any building or structure, with the exception of those to be used for residential purposes,

including transients, within the developed portion of the central business district (except as required by the subsection (5) within the following boundary):

Beginning at the center of the intersection of Main Street and the Shiawassee River, thence northerly along the Shiawassee River to the imaginary north right-of-way line of Exchange Street extended to the River, thence east along said imaginary line to the center of Water Street, thence north along Water Street to Mason Street, thence east along Mason Street to Park Street, thence south along Park Street to Exchange Street, thence east along Exchange Street to Saginaw Street, thence south along Saginaw Street and continuing south along the imaginary west right-of-way line of Saginaw Street extended to Comstock Street, thence west along Comstock Street to Park Street, thence south along Park Street approximately one hundred twenty (120) feet to the alley right-of-way, thence west along the alley right-of-way to the alley running north and southwest of Park Street, thence south along said alley to Jerome Street and the Shiawassee River, thence northwesterly along said Shiawassee River to the Point of Beginning. Also to include Block fourteen (14), Lots three (3) through fourteen (14) including South six (6) feet of the alley on the north; Block 15, Lots three (3) through ten (10) and Lot fourteen (14) including South six (6) feet of the alley on the North, of the A. L. & B. O. Williams Addition to City of Owosso. Also Lots one (1) through eleven (11) of the Eratus Barnes Addition to the City of Owosso.

- (12) The minimum number of off-street parking spaces by type of use shall be determined in accordance with the following schedule:

USE

NUMBER OF MINIMUM PARKING SPACES PER UNIT OF MEASURE

a. Residential:

1. Residential, single-family and two-family—Two (2) for each dwelling unit.
2. Residential, multiple-family—One and one-half (1½) for each dwelling unit; one (1) for each dwelling unit located in the area described in section 38-380(11).
3. Housing for the Elderly—One (1) for each two (2) units and one (1) for each employee. Should units revert to general occupancy, then one and one-half (1½) spaces per unit shall be provided.
4. Mobile Home Court—Two (2) for each mobile home site (see section 38-383(3)g.).

b. Institutional:

1. Churches or temples—One (1) for each four (4) seats or seven and one-half (7½) feet of pews in the main unit of worship.
2. Hospitals—One (1) for each one (1) bed.
3. Homes for the aged and convalescent homes—One (1) for each four (4) beds.
4. Elementary and junior high schools—One (1) for each one (1) teacher, employee or administrator, in addition to requirements of the auditorium.
5. Senior high schools—One (1) for each one (1) teacher, employee or administrator, and in addition to the requirements of the auditorium or gymnasium, whichever is greater.
6. Private clubs or lodge halls—One (1) for each three (3) persons allowed within the maximum occupancy load as established by local, county or state fire building or health codes.

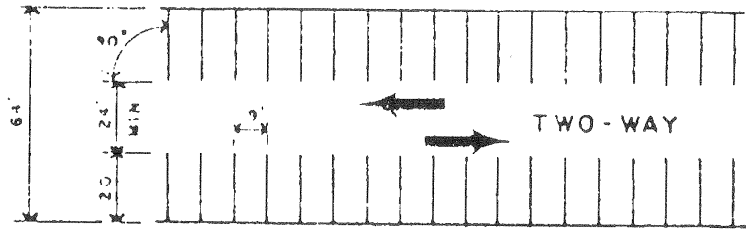
7. Private golf clubs, tennis clubs or other similar recreational uses—One (1) for each two (2) member families or individuals plus spaces required for each accessory use, such as restaurant or bar.
 8. Golf courses open to the general public, except miniature or "par-3" courses—Three (3) for each one (1) golf hole.
 9. Fraternity or sorority—One (1) for each five (5) permitted active members, or one (1) for each two (2) beds, whichever is greater.
 10. Stadium, sports arena, or similar place of outdoor assembly—One (1) for each five (5) seats or nine (9) feet of benches.
 11. Theaters, auditoriums and gymnasiums—One (1) for each four (4) seats or seven and one-half (7½) feet of bleachers or benches.
 12. Nursery schools—One (1) for each three hundred fifty (350) square feet of usable floor space.
 13. Private noncommercial recreation areas; institutional or community recreation centers; nonprofit swimming pool clubs—See section 38-53(5)c.
- c. Business and commercial:
1. Planned commercial or shopping center with specific uses not designated—One (1) for each one hundred (100) square feet of usable floor area.
 2. Auto wash—One (1) for each one (1) employee. In addition, reservoir parking spaces equal in number to five (5) times the maximum capacity of the auto wash. Maximum capacity of the auto wash shall mean the greatest number of automobiles possible undergoing some phase of washing at the same time, which shall be determined by dividing the length in feet of each wash line by twenty (20).
 3. Beauty parlor or barber shop—Three (3) spaces for each of the first two (2) beauty or barber chairs, and one and one-half (1½) spaces for each additional chair.
 4. Bowling alleys—Five (5) for each one (1) bowling lane.
 5. Dance halls, pool or billiard parlors, roller or skating rinks, exhibition halls, and assembly halls without fixed seats—One (1) for each five (5) persons allowed within the maximum occupancy load as established by local, county or state fire, building or health codes.
 6. Establishments for sale and consumption on the premises, of beverages, food or refreshments—One (1) for each seventy-five (75) square feet of usable floor area.
 7. Furniture and appliance, household equipment, repair shops, showroom of a plumber, decorator, electrician or similar trade, show repair and other similar uses—One (1) for each eight hundred (800) square feet of usable floor area. (For that floor area used in processing, one (1) additional space shall be provided for each two (2) persons employed therein.)
 8. Gasoline service stations—Two (2) for each lubrication stall, rack, or pit; and two (2) for each gasoline pump.
 9. Laundromats and coin operated dry cleaners—One (1) for each two (2) washing and/or dry cleaning machines.
 10. Miniature or "par-3" golf courses—Three (3) for each one (1) hole.
 11. Mortuary establishments—One (1) for each fifty (50) square feet of assembly room usable floor space, parlors and slumber rooms.
 12. Motel, hotel, or other commercial lodging establishments—One (1) for each one (1) occupancy unit plus one (1) for each one (1) employee.

13. Motor vehicle sales and service establishments—One (1) for each two hundred (200) square feet of usable floor space of sales room and one (1) for each one (1) auto service stall in the service room.
 14. Retail stores except as otherwise specified herein—One (1) for each two hundred (200) square feet of usable floor space or a minimum of six (6) spaces.
- d. Offices:
1. Banks—One (1) for each one hundred (100) square feet of usable floor space.
 2. Drive-in Banks—Same as above plus reservoir parking space of five (5) vehicles per window.
 3. Business offices or professional offices except as indicated in the following item 4.—One (1) for each two hundred (200) square feet of usable floor space or a minimum of four (4) spaces.
 4. Professional offices—doctors, dentists, attorneys, or similar professions dealing directly with the public—One (1) for each one hundred (100) square feet of usable floor area or a minimum of four (4) spaces.
- e. Industrial:
1. Industrial or research establishments—A minimum of five (5), plus one (1) for each 1.2 office employees and one (1) for each 2.3 factory employees in the largest working shift or one (1) for every five hundred fifty (550) square feet of usable floor space, or whichever is determined to be the greater. Space on site shall also be provided for all construction workers during periods of plant construction.
 2. Wholesale establishments—A minimum of five (5) plus one (1) for every one (1) employee in the largest working shift, or one (1) for every seventeen hundred (1700) square feet of usable floor space, whichever is greater.

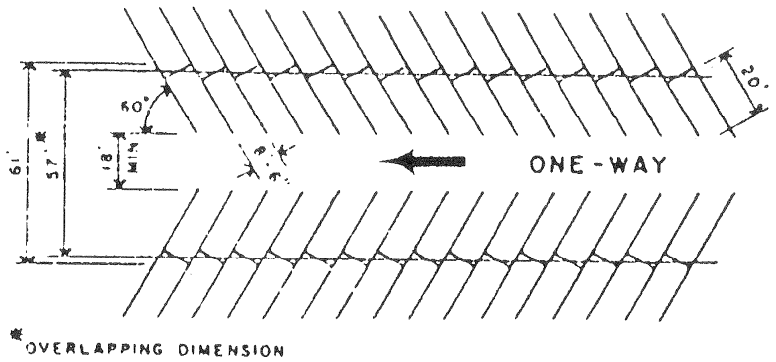
(Code 1977, § 5.80; Ord. No. 400, § 1, 1-4-83; Ord. No. 576, § 1, 1-19-99)

Cross reference— Parking requirements for bed and breakfast operations, § 7-6; parking, stopping and standing generally, § 33-36 et seq.

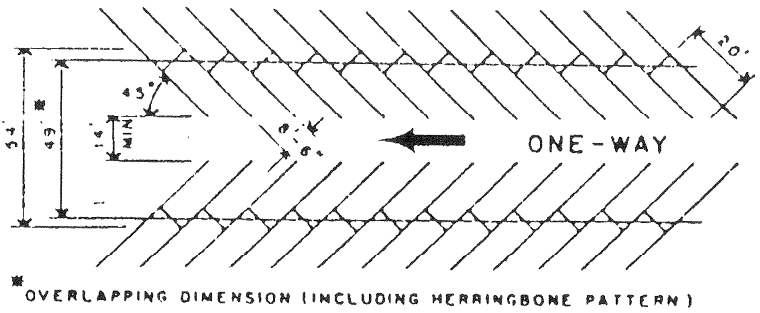
90 DEGREE



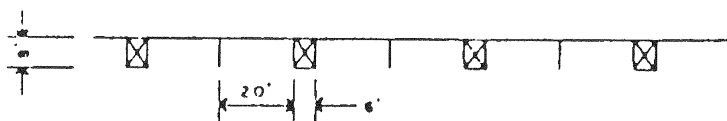
60 DEGREE



45 DEGREE



PARALLEL



PARKING LAYOUTS

Ordinance Language for Off-Street Parking in Industrial Districts

Port Huron

Industrial or research establishments

One for every employee in the largest working shift. Space on site shall also be provided for all construction workers during periods of plant construction

Parking for commercial and industrial uses may be calculated using usable floor area open to the public instead of gross floor area. A floor plan will be required indicating the sizes of rooms that are for public use and also including those rooms not available to public use such as storage of merchandise, coolers, freezers, mechanical rooms, etc. The parking for any use not included in the chart shall be determined by the Planning Department. The number of parking spaces required for any use will be at the discretion of the Planning Department.

Roseville

Industrial or research establishments and related accessory offices

Five plus one for every 1 1/2 employees in the largest working shift, or five plus one every 350 square feet of usable floor area, whichever is the greater; provided, however, that where the latter shall exceed the former, only the former need to be installed at the time of initial occupancy. The remainder shall be held in reserve and improved as needed, or as determined by the Building Department. All such reserved parking area shall be so designated on the officially approved building plans. Graveled space on site shall also be provided for all construction workers during periods of construction.

Warehouses and wholesale establishments and related accessory offices

Five plus one for every one employee in the largest working shift, or five plus one for every 1,700 square feet of usable floor space, whichever is the greater. Gravel space on site shall be provided for all construction workers during periods of construction.

Berkley

Industrial establishments, research and testing laboratories

One per 250 square feet of usable floor area plus one per company vehicle, or ten, whichever is greater

Manufacturing establishment or establishment for production, processing, assembly, compounding, preparation, cleaning, servicing, testing, repair, or storage of materials, goods, or products, and business offices accessory thereto

One per 250 square feet of usable floor area plus one space per company vehicle and piece of mobile equipment or ten, whichever is greater

Wholesale and warehouse establishments

One per 250 square feet of usable floor area

Heavy equipment storage yard, lumber and building materials yard

One per 250 square feet of usable show room or sales area plus one per company vehicle

Southfield

Industrial:

Storage/Warehousing; Industrial establishments, including manufacturing, research and testing, laboratories, creameries, bottling works, printing, plumbing, or electrical workshops

1.5 spaces required per 1,000 S.F. G.F.A. or per employees maximum shift, whichever is greater.

Novi

Industrial or research establishments and related accessory offices One

(1) space for each seven hundred (700) square feet of usable floor area or five (5) plus one (1) for each one and one-half (1 ½) employees in the largest working shift, whichever is greater. Space on site shall also be provided for all construction workers during periods of plant construction.

Warehouses and wholesale establishments and related accessory offices

1. One (1) space for each seven hundred (700) square feet of usable floor area.
2. Upon approval by the Planning Commission, granted pursuant to Section 5.2.14, the paved area for off-street parking may be reduced to an area comprising five (5) spaces plus one (1) for every one (1) employee in the largest working shift, or five (5) spaces plus one (1) for every seventeen hundred (1700) square feet of usable floor area, whichever is greater, provided that a surplus area is provided on the site to accommodate the construction of additional off-street parking to fulfill the requirements of the preceding paragraph if needed.

Automobile service establishments, (major and minor services)

Two (2) spaces for each service bay, plus one (1) space for every employee. No wrecked or partially dismantled vehicles, or vehicles without current license plates shall be stored outside Mini warehouses Five (5) spaces at the office. Access to individual storage units shall provide for loading/unloading of vehicles adjacent to units without impeding thru traffic flow.

Big Rapids

Manufacturing and Industrial uses

One (1) parking space for every employee on the largest shift.

Warehouses, Storage Buildings, Lumber and Supply Yards, Wholesale Sales

Two (2) parking spaces for each employee and one (1) parking space per 400 sq. ft. of gross floor area, but not less than three (3) parking spaces.

Chapter 52. Zoning

ARTICLE VI. Off-Street Parking and Loading Requirements

§ 52-771. Required off-street parking generally.

[Code 1975, § 39-108; Code 1992, § 32-456; 8-13-2001 by Ord. No. 1188; 10-10-2005 by Ord. No. 1253; 10-22-2007 by Ord. No. 1280; 9-28-2015 by Ord. No. 15-008; 10-24-2016 by Ord. No. 16-005]

- (a) Off-street parking in conjunction with all land and building uses shall be provided as follows:
- (1) For the purpose of this article, the size of a parking space shall be determined in accordance with the table in § **52-773**, the minimum requirements for off-street parking facilities.
An alley may be used as access to a residential parking area, provided the alley is open to the public. For commercial or industrial parking lots, an alley may be used for access to the parking lot, provided the public alley is not located adjacent to residential properties. The alley must be the minimum width of the required maneuvering lane in order to be accessible.
 - (2) When units or measurements determining the number of required parking spaces result in requirement of a fractional space, any fraction up to and including 1/2 shall be disregarded, and fractions over 1/2 shall require one parking space.
 - (3) The minimum number of off-street parking spaces shall be determined in accordance with the table in § **52-772**. For uses not specifically mentioned therein, off-street parking requirements shall be interpreted by the Zoning Board of Appeals from requirements for similar uses.
 - (4) Any area once designated as required off-street parking shall never be changed to any other use unless and until equally required facilities are provided elsewhere. Off-street parking existing at the effective date of the ordinance from which this chapter is derived in connection with the operation of an existing building or use shall not be reduced to an amount less than would be required for such building or use.
 - (5) Off-street parking may be provided either by private or public parking.
 - (6) Required off-street parking shall be for the use of occupants, employees, visitors, and patrons and shall be limited in use to motor vehicles that are operable and currently licensed, unless for sale in an approved auto sales lot. The storage of merchandise, motor vehicles for sale, or the repair of vehicles is prohibited. Not more than twice a year, a personal motor vehicle can be offered for sale on any lot, if licensed in the name of the property owner or resident, and not parked on the front lawn. All off-street parking, whether public or private, shall be on the same lot, or adjacent lot, of the building it is intended to serve, unless approved by the Planning Director, and except in the Central Business District (CBD District) as defined: beginning in the center line of the street at the intersection of Glenwood Avenue and Erie Street; thence proceeding south

along the center line of Erie Street, across the Black River; thence south along the center line of Seventh Street to the intersection of Seventh Street and Court Street; thence east along the center line of Court Street extended to the west bank of the St. Clair River; thence north along the west bank of the St. Clair River to the extended center line of Glenwood Avenue; thence west along such extended center line to the point of beginning of this description. There are no off-street parking requirements within the above-described Central Business District, except for the following uses:

- a. New residential lofts are required to have one parking space per residential unit on the same property as the unit unless the building is located within 500 feet of a public parking lot as determined by the Planning Director. If parking is not provided on site or in a public parking lot, provisions can be made to rent space from another property owner in a private lot, if extra spaces are available. A building permit shall not be issued until proof of parking is provided to the Planning Department.
 - b. Also, any new nonresidential buildings for any use shall require parking on site per the parking requirements of Article VI unless the building is located within 500 feet of a public parking lot as determined by the Planning Director.
 - c. A new multifamily residential building or development will be required to have one parking space per unit on site.
- (7) Residential off-street parking space shall consist of a parking strip, garage, or a combination thereof and shall be located on the premises it is intended to serve. The parking area shall not be in the required setback for the front yard or street side yard, except cars are allowed to park in a permitted paved driveway in front of a garage door within the required setback for the front yard or street side yard, provided the cars do not overhang into the right-of-way. Residential driveways can be paved to the interior side property line, provided the driveway is not leading to a parking lot (see § 52-773). For any new construction, all access drives and parking areas shall be paved with concrete or bituminous concrete surfacing. A curb cut shall be required.
- (8) Nothing in this article shall be construed to prevent the collective provision of off-street parking facilities for two or more buildings or uses in nonresidential districts, provided such facilities collectively shall not be less than the sum of the requirements for the various individual uses computed separately in accordance with the table in § 52-772.
- a. If a parking lot is to be shared by two or more buildings, the lot must be adjacent to all buildings it is intended to serve and cannot be separated by an alley, street, or by another private property unless approved by the Planning Director. If the lot is separated by another private property, access via a public sidewalk around that private property is required. If the lot is separated by a public street, signage to the closest intersection crosswalk will be required to be placed in public in the parking lot. If a crosswalk mid-block is necessary, it shall be approved by the Director of Public Works.
 - b. Permission from all owners of the parking lots sharing parking shall be submitted in writing to the Planning Director.
- (9) In stadiums, sports arenas, churches and other places of assembly in which patrons or spectators occupy benches, pews or other similar seating facilities, each 24 inches of such seating facilities shall be counted as one seat for the purpose of determining requirements for off-street parking facilities under this article.
- (b) The Planning Director may vary or modify the parking space requirements set forth in this chapter as follows: If existing off-street parking facilities have unused parking capacity and where such facilities are open to the use of the public free of charge or at reasonable rates, the City Council may reduce the parking space requirement for any use within 500 feet from such facility, provided that the total number of stalls in such reduction shall be not greater than the total number of stalls of excess capacity.

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DIVISION 1. - OFF-STREET PARKING REQUIREMENTS^(B)

Sec. 138-216. - Purpose.

In all zoning districts, space shall be provided as specified in this chapter for the parking and storage of self-propelled motor vehicles for the use of occupants, employees and patrons of buildings hereafter erected, altered or extended after the effective date of this chapter. Such parking space shall be maintained and shall not be encroached upon so long as said building or structure remains, unless an equivalent number of such spaces are provided elsewhere in conformance with this chapter.

Sec. 138-217. - Units of measurement.

(a) *Total floor area.* The sum of the horizontal area of the first story measured to the inside face of interior walls, plus, similarly measured, that area of all other stories, including mezzanines which may be fit for occupancy, including the floor area of all accessory buildings measured similarly and the floor area of basements used for activities related to the principal use, such as storage.

The calculation shall exclude furnace and utility rooms, parking space located within a building, other mechanical equipment, unenclosed porches, public corridors and public toilets, whether located in a principal or an accessory building.

(b) *Usable floor area.* In those cases where usable floor area cannot be determined, usable floor area shall be assumed to be equal to 70 percent of the total floor area of the building.

(c) *Parking space requirements.* When determining parking requirements, any fraction equal to or greater than one-half shall go to the next higher number.

Sec. 138-218. - Shared parking/parking waivers.

(a) *Collective or joint use of parking areas.* The joint use of parking facilities by two or more uses is permitted whenever such use is practicable and satisfactory to each of the uses intended to be served, and when all requirements for location, design and construction can be satisfied. A copy of any agreement between joint users shall be filed with the application for a business license. The agreement shall include a guarantee for continued joint use and a joint site maintenance agreement.

In computing capacities for any joint use, the off-street parking requirement is the sum of the individual requirements that will occur at the same time. In computing the required parking spaces for the total of joint off-street parking, the total spaces required may be reduced by the zoning officer whenever the facilities served do not operate during the same hours of the day or night and it can be clearly established that a simultaneous need for joint use parking will not occur.

(b) *Reductions in existing off-street parking.* Effective with the date of this chapter, off-street parking existing in connection with the operation of an existing building or use shall not be reduced to an amount less than hereinafter required for a similar new building or new use.

Sec. 138-219. - Parking space requirements by use.

Minimum number of off-street parking spaces by type and use shall be determined in accordance with the following schedule. For those uses not specifically mentioned, the requirements for off-street parking facilities shall be in accord with a use that the zoning officer considers similar in type.

Use	Number of Parking Spaces Per Unit of Measure
(1) Residential	
•Single-family residential detached or attached	•Two per dwelling unit
•Two-family residential	•Two per dwelling unit
•Multiple-family residential	•Two per dwelling unit
•Independent senior living facility	•One per residential dwelling unit

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•Assisted living facility	•0.5 per residential dwelling unit
•Skilled nursing facility	•1.5 per 1,000 square feet of total area
(2) Institutional	
•Church, chapel, synagogue, temple, or other place of worship	•One per three seats or one per five feet of pew, whichever is greater
•Community center	•One per 250 square feet of usable floor area
•Commuter college, university, business, vocational, religious schools and similar institutions enrolling students seventeen years of age or older	•One per employee and student
•Convent	•One per 1000 square feet of usable floor area
•Fraternity or sorority	•One per 100 square feet of usable floor area
•Gymnasium	•One per three seats or five feet of bench, whichever is greater plus one per 100 square feet of usable floor area
•Nursing homes, children's homes, and orphanages	•One per bed
•Hospitals and sanitariums	•Two per bed
•Libraries, museums or post offices	•One per 150 square feet of usable floor area
•Nursery schools, day care or child care centers (Principal Use)	•One per 300 square feet of usable floor area plus one per employee
•Park (Playfield with active sports facilities)	•Thirty-four per diamond or marked field of play
•Park (Passive)	•Space equivalent to 5% of the total land area
•Private and public elementary and junior high schools and similar institutions	•One per employee plus the requirements of the auditorium or multipurpose room or gymnasium plus ten
•Private clubs or lodges	•One per 50 square feet of usable floor area
•Private swimming pool clubs or other similar uses	•One per 100 square feet of water area plus one per 30 square feet used for spectator seating
•Public and private high schools and similar institutions	•One per employee plus one per eight students plus the requirements of the auditorium, multipurpose room or gymnasium
•Public and private schools converted for adult education classes	•One per employee and student
•Stadia, sports arenas, or other places of outdoor assembly	•One per three seats or five feet of bench, whichever is greater
•Theaters and auditoriums, public assembly halls	(a) With fixed seating—One per three seats
	(b) Without fixed seating—One per three persons who may legally be admitted therein at one time under the occupancy load as established by local, adopted building code
(3) Commercial	
•Adult bookstore, nude, photographic studio, massage establishment	•Three per 100 square feet of usable floor area
•Adult theater	•See "Theater"
•Amusement center, video arcade, billiards/pool	•Two per game table plus one per game device plus

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	two
•Art gallery (sales)	•One per 300 square feet of usable floor area plus two
•Auction house	•One per two seats or two per 50 square feet of usable floor area, whichever is greater
•Auto body shop	•Three per 250 square feet of usable floor area plus two screened storage spaces per service bay
•Auto parts store, auto rental	•One per 300 square feet of usable floor area
•Automobile repair shop	•One per 200 square feet of sales area plus three screened storage spaces per service bay
•Automobile sales	•Seven per 1000 square feet of showroom plus one per 350 square feet of service bay
•Bakery shop	•One per 100 square feet of usable floor area
•Banks, financial institutions	•One per 200 square feet of usable floor area plus three per teller station plus eight stacking spaces for the first drive-in window and six stacking spaces per each additional window plus two per automatic teller machine (ATM)
•Banquet halls, dance halls, roller or skating rinks, tennis, clubs, exhibition, assembly or rental hall without fixed seats	•One per three persons who may legally be admitted therein at one time under the occupancy load as established by the local, adopted building code
•Bar, lounge, tavern, night club with or without a restaurant	•One per 60 square feet of usable floor area
•Beauty and barber shops, tanning or nail salon	•Three per service chair or station
•Bed and breakfast	•One per guest room plus two
•Boarding house	•Two per owner plus one per lodger
•Bookstore, records, video or a combination of each	•Four per 1000 square feet of usable floor area
•Bowling alley	•Five per alley
•Car wash, full service	•Four per wash/drying/detailing bay/stall plus ten stacking spaces plus six
•Car wash, self service	•Four stacking spaces plus two drying spaces per stall
•Cartage, express and parcel delivery	•One per 500 square feet of usable floor area
•Cemetery	•As required for the permitted accessory uses, see division 11, Cemetery District in article V of this chapter
•Convenience or liquor store	•Six per 1000 square feet of usable floor area.
•Dry cleaning	•One per 300 square feet of usable floor area
•Exterminator	•Three per 1000 square feet of usable floor area
•Funeral home or mortuary establishment	•One per 50 square feet of assembly room used for services, parlors and slumber rooms
•Furniture and appliance, household equipment, decorator, office supply, showrooms	•One per 400 square feet of usable floor area
•Gas station, full serve	•Two per service rack plus one per pump mechanism

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	plus four
•Gas station, self serve	•One (1) per pump mechanism plus two
•Gas station, with convenience shop	•Six per 1000 square feet of usable floor area plus one per pump plus two
•Grocery store	•Nine per 1000 square feet of usable floor area
•Gunsmith/shop	•One per 250 square feet of usable floor area or four, whichever is greater
•Hardware store	•Four per 1000 square feet of usable floor area
•Health club	•One per 150 square feet of usable floor area designated for machines and free-weights plus one per 50 square feet of usable floor area designated for aerobics classes
•Hotels, motels	•1½ per room
•Indoor racquet facility	•Four per court
•Laundromat and coin operated dry cleaners	•One per two washers and drying machines
•Locksmith	•Three per 1000 square feet of usable floor area plus one per service vehicle
•Massage parlor	•One per 100 square feet of usable floor area
•Miniature golf course	•Three per hole of play
•Motorcycle service and sales	•One per 200 feet of usable floor area or two, whichever is greater
•Newspaper/magazine stand	•One per 300 square feet or three, whichever is greater
•Nursery, greenhouse or garden center	•One per 300 square feet of usable floor area plus one per 300 square feet of outdoor space
•Oil change shop	•Three per service bay plus two stacking spaces per service bay
•Outdoor dining or sales	•Same as related interior uses
•Pawn shop	•One per 300 square feet of usable floor area
•Photography studio	•One per 200 square feet of usable floor area or four, whichever is greater
•Planned commercial or shopping center	•One per 100 square feet of usable floor area. In addition, the parking requirements for restaurants located in shopping centers shall be calculated separately, based upon the restaurant requirements in this chapter
•Printing and publishing	•One per 300 square feet of usable floor area or four, whichever is greater
•Produce market/stand	•One per 100 square feet of usable floor area
•Radio or television station or production facility	•One per 300 square feet of usable floor area
•Rental equipment	•One per 200 square feet of usable floor area
•Repair shop (appliance, furniture, shoe, non-vehicle)	•One per 250 square feet of usable floor area
•Restaurants, carry out	•One per 75 square feet of usable floor area

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•Restaurants, fast-food, drive-in, drive-through	•One per 75 square feet of usable floor area plus ten stacking spaces for the first drive-through lane and five stacking spaces per additional lane
•Restaurants, other	•One per 60 square feet of usable floor area
•Retail store	•One per 225 square feet of usable floor area
•Rifle range	•One per target area plus five
•School, beauty	•Two per operator station plus three
•School, dance	•One per 150 square feet of dance floor area plus five
•Tattoo/body piercing studio	•One per 100 square feet of usable floor area
•Taxi stand	•One per taxi
•Telemarketing	•One per 25 square feet of usable floor area or ten, whichever is greater
•Travel Agency	•One per 250 square feet of usable floor area
•Veterinarian clinic	•One per 100 square feet of usable floor area
(4) Office	
•Business and professional offices of architects, engineers, landscape architects, lawyers or similar allied professions	•One per 225 square feet of usable floor area
•Office, dental	•Two per examination or treatment room plus three
•Office, medical	•One per 100 square feet of usable floor area or ten, whichever is greater
•Office, psychologist	•Two per examination or treatment room plus three
•Blood and plasma office	•One per 75 square feet of usable floor area or eight, whichever is greater
(5) Industrial	
•Industrial establishments, research and testing laboratories	•One per 250 square feet of usable floor area plus one per company vehicle, or ten, whichever is greater
•Manufacturing establishment or establishment for production, processing, assembly, compounding, preparation, cleaning, servicing, testing, repair, or storage of materials, goods, or products, and business offices accessory thereto	•One per 250 square feet of usable floor area plus one space per company vehicle and piece of mobile equipment or ten, whichever is greater
•Wholesale and warehouse establishments	•One per 250 square feet of usable floor area
•Heavy equipment storage yard, lumber and building materials yard	•One per 250 square feet of usable show room or sales area plus one per company vehicle
•Cellular tower	•Two

Sec. 138-220. - Parking dimensions.

- (a) *Standard.* A basic residential or commercial parking space shall be an accessible rectangle having a width of nine feet and a length of 20 feet.

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- (b) *Compact*. Compact car spaces shall be an accessible rectangle having a width of eight feet and a length of 16 feet. Compact car spaces shall account for no more than 30 percent of the total parking requirement and be clearly signed for "small cars only."
- (c) *Adjacent to walls and other structures*. When a parking space is located adjacent to a fixed object, such as a wall, fence, or support post, which interferes with the opening of any vehicle door, the width of the space shall be increased by one foot. Such parking spaces shall be located on the premises they are intended to serve.

Sec. 138-221. - Barrier free parking requirements.

Each parking lot that serves a building, except single and two-family dwelling units, shall have a number of level parking spaces, identified by an above-grade sign placed six feet above grade which indicates the spaces are reserved for physically handicapped persons. Parking for the handicapped shall comply with the State of Michigan Barrier-Free Rules, Michigan Public Act No. 1 of 1996, as amended, and the adopted city building code. The number of barrier-free spaces required is as follows:

Total Parking Spaces in Parking Lot	Required Number of Barrier Free Parking Spaces
Up to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1000	2% of total
Over 1000	20 (plus 1 for each 100 over 1000)

Sec. 138-222. - Parking lot location, design, and construction.

(a) *Single- and two-family residential uses.*

- (1) *Location*. The off-street parking facilities required for single- and two-family dwellings shall be located on the same lot or plot of ground as the buildings they are intended to serve.
- (2) *Commercial vehicles*.
 - a. A commercial vehicle is defined as a truck, pick up truck, sedan or panel van, including tractors, trailers, semi-trailers, and step vans used for the transportation or delivery of goods or merchandise or used in the business occupation of the current resident. No commercial vehicle shall have a height greater than ten feet and a length greater than 24 feet.
 - b. Parking of the following vehicles for more than 48 hours shall be prohibited in any residential district:
 - Semi-tractor;
 - Tow truck;
 - Cement truck;
 - Flat-bed truck whose bed exceeds 10 feet;
 - Tank body truck;
 - Cherry pickers;
 - Dump truck;
 - Stake truck whose bed exceeds ten feet; or

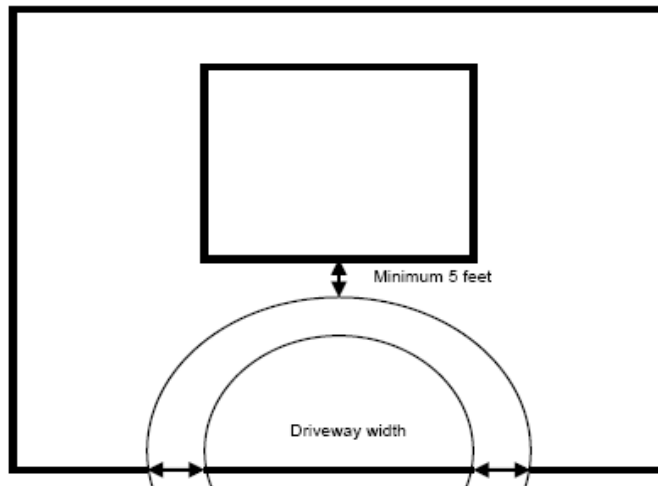
•Any type of construction or industrial equipment but not limited to bull dozers and hi-lo's, or vehicles equipped with open racks for transporting glass, lumber or any type of extended materials.

- c. All permitted commercial vehicles shall be currently licensed and operative. Vehicles shall be limited to those used by current residents.

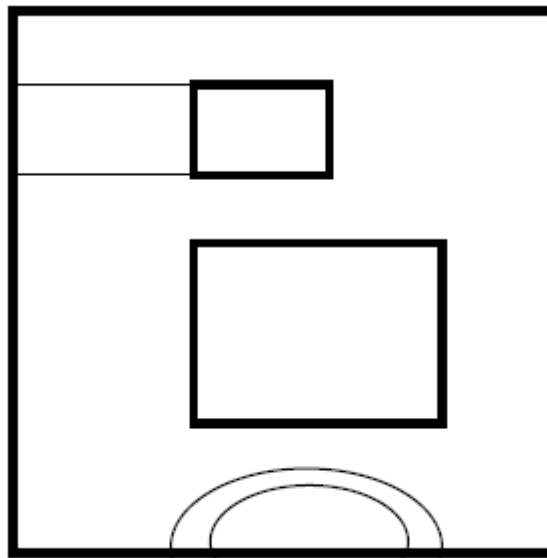
(3) Residential drive ways.

a. Number of driveways.

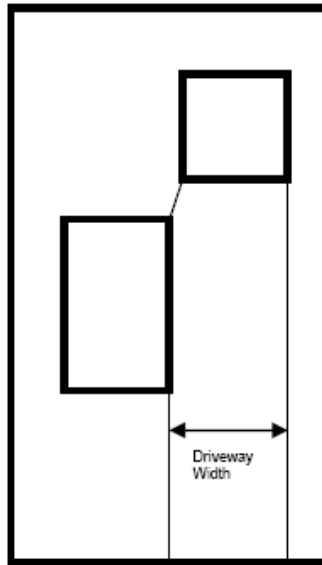
- 1. For parcels less than 100 feet wide. No more than one driveway and approach per dwelling unit shall be permitted.
- 2. For parcels 100 feet or more in width. A circular driveway with two approaches on the same street is permitted. Circular driveways shall not exceed 10 feet in width and shall not be less than 5 feet from the front building line. The driveway shall not be less than 5 feet from the side lot line as measured along the front lot line. Total pavement within the front yard shall not exceed 35% of the front yard.



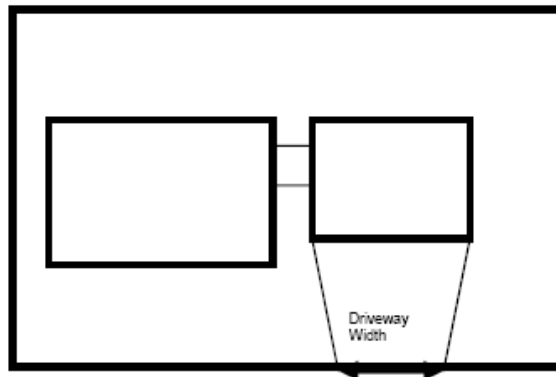
- 3. For parcels 100 feet or more in width and a corner lot. In addition to the circular driveway described above, a separate driveway and approach from the side street is permitted if garage access is required.



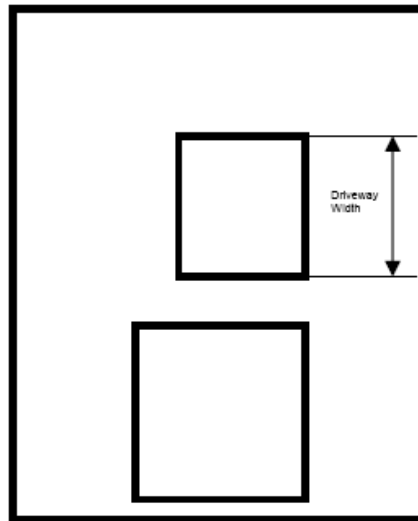
- b. *Parking in the side and rear yards.* No parking shall be permitted on any residential lot or combination of residential lots, in the side or rear yards except upon a hard surface material.
- c. *Recreation vehicles.* Recreation vehicles, as defined in chapter 70, mobile homes, trailers, and recreational vehicles of the City Code, shall be stored in a garage or in the rear yard. See section 70-3, Parking outside of licensed park, for further requirements.
- d. *Parking in the front yard.* No parking shall be permitted on any residential lot or combination of residential lots, in any portion of the area extending between the residential structure and the public street, except upon a driveway area, parking strip or garage existing to the side of the residential structure.



- e. *Interior lots.* The width of the driveway area or parking strip shall not exceed 16 feet between the front building line and the front lot line.
- f. *Interior lots with attached garages.* The width of a driveway area or parking strip shall not exceed the width of the garage and shall taper uniformly to a width of 16 feet at the front lot line.



- g. *Corner lots.* Garages on corner lots shall be rotated so the driveway accesses the side street. See section 33-115, accessory buildings and structures, for setback requirements. The width of a driveway area or parking strip shall not exceed 20 feet or the width of the garage, whichever is greater. The width of the driveway may be maintained to the side lot line.



- h. *Lots fronting on Greenfield.* Those residential lots fronting on Greenfield Road between 12 Mile Road and Catalpa shall be permitted a driveway approach not exceeding 20 feet in width in the area between the lot line and the street curb wherein parking in an east-west direction shall be permitted, subject to all other parking regulations.
- i. *Lots backing to Coolidge.* Those residential lots backing to Coolidge between Twelve Mile Road and Webster that have a driveway and approach onto Coolidge as of June 19, 2008 shall be allowed to maintain and replace said driveway and approach. No additional driveways or approaches onto this portion of Coolidge shall be permitted.

(b) *Multiple-family uses.*

(1) *Location.* The off-street parking facilities required for single- and two-family dwellings shall be located on the same lot or plot of ground as the buildings they are intended to serve.

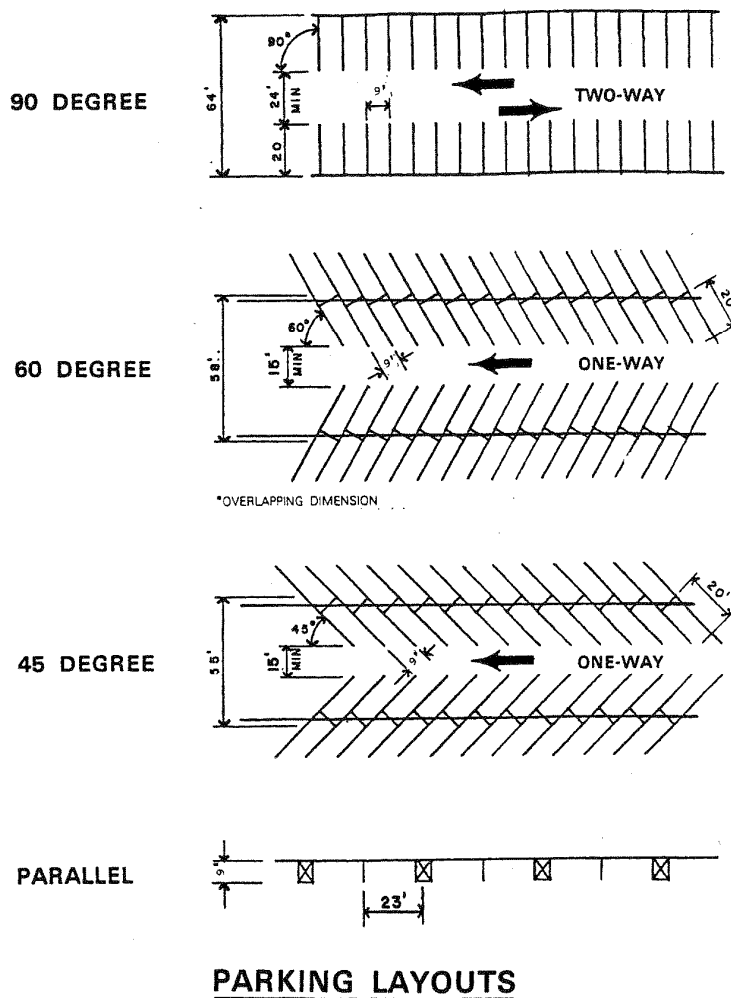
(2) *Commercial vehicles.*

- a. A commercial vehicle is defined as a truck, pick up truck, sedan or panel van, including tractors, trailers, semi-trailers, and step vans used for the transportation or delivery of goods or merchandise or used in the business occupation of the current resident. No commercial vehicle shall have a height greater than ten feet and a length greater than 24 feet.
- b. Parking of the following vehicles for more than 48 hours shall be prohibited in any residential district:
 - Semi-tractor;
 - Tow truck;
 - Cement truck;
 - Flat-bed truck whose bed exceeds ten feet;
 - Tank body truck;
 - Cherry pickers;
 - Dump truck;
 - Stake truck whose bed exceeds ten feet; or
 - Any type of construction or industrial equipment but not limited to bull dozers and hi-lo's, or vehicles equipped with open racks for transporting glass, lumber or any type of extended materials.
- c. All permitted commercial vehicles shall be currently licensed and operative. Vehicles shall be limited to those used by current residents.

(3) *Design.*

- a. *Parking lot ingress and egress.* Adequate ingress to the parking lot by means of clearly limited and defined drives shall be provided for all vehicles.

- b. *Backing onto public right-of-way.* Backing a vehicle onto or from public rights-of-way (public alley excepted) is prohibited in all areas except residential areas. Parking spaces shall be designed and arranged so that it is more convenient for the parking space user to accomplish the necessary backing movements on the private property than it is to work onto or from the public rights-of-way.
- c. *Screenwalls.* Where parking and/or off-street loading areas for business, office or industry are abutting a residential district, a six-foot obscuring masonry wall shall be constructed on the property line of such abutting districts. See article III "General Provisions," division 2 "Fences," for further screenwall requirements. Ownership shall be shown of all lots or parcels intended for use as parking by an applicant when an application for a building permit or certificate of occupancy is filed.
- d. *Attendant shelters.* Not more than one building for shelter of attendants shall be erected upon any given parking area and each such building shall not be more than 50 square feet in area nor more than ten feet in height.
- e. *Aisle widths.* Aisle widths shall be required as follows to maintain vehicular and pedestrian safety. The planning commission may alter or revise the aisle width requirements if the commission finds that strict application of said requirements would endanger pedestrians or vehicular traffic.



(c) *Non-residential uses.*

(1) *Location.*

- a. Required off-street for non-residential uses shall be on the same lot or within 500 feet of the building or use it is intended to serve, measured without crossing Twelve Mile Road, Coolidge

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Highway, Greenfield Road, Woodward Avenue, or Catalpa Drive from the nearest point of the required off-street parking facility.

- b. If a non-residential use is within 500 feet of a municipal parking lot, without crossing a major thoroughfare, no on-premise parking shall be required.
- c. No parking lots shall be permitted as a principal use in a zoning district other than the parking district (P-1).

(2) *Design.*

- a. *Parking lot ingress and egress.* Adequate ingress to the parking lot by means of clearly limited and defined drives shall be provided for all vehicles.
- b. *Backing onto public right-of-way.* Backing a vehicle onto or from public rights-of-way (public alley excepted) is prohibited in all areas except residential areas. Parking spaces shall be designed and arranged so that it is more convenient for the parking space user to accomplish the necessary backing movements on the private property than it is to work onto or from the public rights-of-way.
- c. *Screenwalls.* Where parking and/or off-street loading areas for business, office or industry are abutting a residential district, a six-foot obscuring masonry wall shall be constructed on the property line of such abutting districts. See article III "General Provisions," division 2 "Fences," for further screenwall requirements. Ownership shall be shown of all lots or parcels intended for use as parking by an applicant when an application for a building permit or certificate of occupancy is filed.
- d. *Attendant shelters.* Not more than one building for shelter of attendants shall be erected upon any given parking area and each such building shall not be more than 50 square feet in area nor more than ten feet in height.
- e. *Aisle widths.* Aisle widths shall be required as follows to maintain vehicular and pedestrian safety. The planning commission may alter or revise the aisle width requirements if the commission finds that strict application of said requirements would endanger pedestrians or vehicular traffic.

- (d) *Construction.* All parking areas and drives shall be provided with paving having an asphaltic or portland cement binder at least 4 inches in depth so as to provide a permanent, durable, and dustless surface. Single family residential driveways may be constructed of masonry pavers. All parking areas shall be graded and drained so as to dispose of all surface water accumulated within the area according to Oakland County requirements prior to the issuance of an occupancy permit. Approaches shall be provided with paving having a portland cement binder at least 6 inches in depth. Approaches shall have a 2 foot flare on each side of the driveway.

A zoning certificate shall be required for all driveway replacement and construction.

Sec. 138-223. - Lighting and signage.

- (a) *Marking of parking lots.* All parking spaces shall be clearly marked to facilitate movement and to help maintain an orderly parking arrangement.
- (b) *Parking lot directional signs.* Directional signs and arrows and appropriate paving marking shall be installed and maintained by the owner or applicant to control the direction of traffic flows, as deemed necessary by the planning commission. All signs shall conform to the provisions in chapter 94, "Signs" of the Berkley City Code.
- (c) *Lighting of off-street parking areas.* Except for single-family and two-family residential parking lots, all parking lots shall be lighted after dark throughout the hours when they are accessible to the public. Such lighting shall not exceed an intensity of five footcandles nor shall it be less than 1½ footcandles at pavement level. The installation of such lighting shall be hooded or shielded as to reflect the light away from abutting or neighboring property.

Sec. 138-224. - Restrictions.

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Required off-street parking space shall be for the use of occupants, employees, visitors, customers, clients, and patrons and shall be free of charge. Under no circumstances shall it be used for other than parking purposes, or allowed to become unusable (except for temporary repairs). Use of parking space for vehicles for sale, trucks, wrecked or junked vehicles or the repair or storage of vehicles is prohibited. No vehicle shall be parked in a required off-street parking area for a period longer than 48 hours. Loading spaces as required in this chapter shall not be construed as supplying off-street parking space.

Sec. 138-225. - Maintenance and administration.

- (a) *Applications.* The amount of required off-street parking space shall be stated on an application for a building permit to build a new building or enlargement of an existing building or a business license.
- (b) *Certificate of occupancy.* No certificate of occupancy and use will be issued upon completion of any building or 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.
- (c) *Maintenance.* All paving, directional devices and protective equipment, landscaping and other equipment furnished or required on the parking facility shall be maintained by the owner or tenant to insure safe pedestrian movement, vehicular operation, adequate protection of adjoining properties and to present a neat and attractive appearance.
- (d) *Violations.* A violation of the requirements of this section shall be a misdemeanor.

Secs. 138-226—138-255. - Reserved.

Chapter 370. Zoning

Article XX. Off-Street Parking Standards

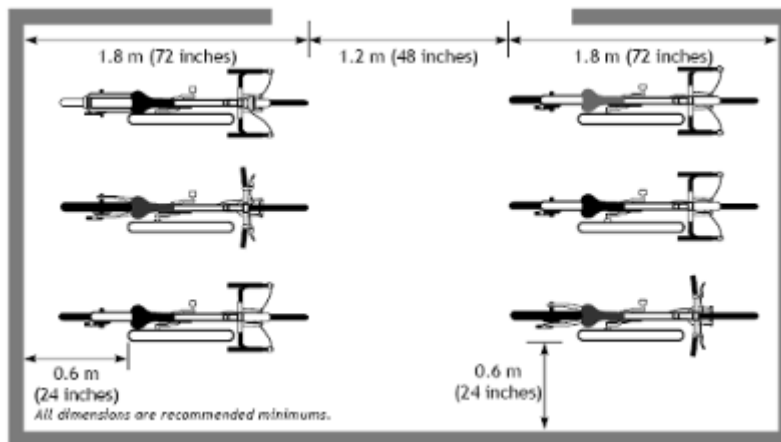
§ 370-75. General parking requirements.

[Amended 7-22-2008 by Ord. No. 1213]

There shall be provided in all districts, at the time of erection or enlargement of any main building or structure, or enlargement of existing parking lots, automobile off-street parking spaces with adequate access to all spaces. The number of off-street parking spaces in conjunction with all land or building uses shall be provided prior to the issuance of a certificate of occupancy, as prescribed in this article.

- A. Except as specifically permitted in the P-1 Vehicular Parking District, off-street parking or off-street parking lots shall not be permitted as the sole or principal permitted use in any zoning district.
- B. Off-street parking spaces and accompanying vehicle maneuvering lanes may be located within a rear yard or within a side yard except as otherwise permitted or restricted in this chapter.
- C. Off-street parking for other than a residential use shall be either on the same lot as the principal use, or within 300 feet of the building it is intended to serve. The distance shall be measured from the nearest point of the building to the nearest point of the off-street parking lot, except no off-street parking for a use in a nonresidential district shall be permitted in a residential district, and no off-street parking lot in a nonresidential district shall be accessed through a residential district. Ownership shall be shown for all lots or parcels intended for use as parking by the applicant.
- D. Required off-street parking.
 - (1) Required off-street parking for single- and two-family dwellings may be provided in a stacking configuration in a driveway or garage, or combination thereof.
 - (2) Required off-street parking for all other uses shall consist of an unencumbered parking stall or strip, parking bay, vehicle maneuvering space, driveway or garage, or combination thereof. All residential parking shall be located on the premises it is intended to serve. Parking garages or structures, when accessory to a principal use, shall be subject to the applicable provisions of § 370-100, Accessory uses, in this chapter.
- E. Minimum required off-street parking spaces shall not be replaced by any other use unless and until equal parking facilities are provided elsewhere.
- F. Off-street parking, existing on the effective date of this chapter, used in connection with the operation of an existing building or use, shall not be reduced to an amount less than hereinafter required for a similar new building or new use. Any permitted expansion, alteration or change of use which increases the required number of parking spaces shall require a corresponding increase in the number of spaces provided, subject to appropriate review and approval requirements.
- G. Two or more buildings or uses may collectively provide the required off-street parking, in which case the required number of parking spaces shall not be less than the sum of the requirements for the several individual uses computed separately.

- H. In the instance of dual function of off-street parking spaces, where operating hours of buildings do not overlap, the Planning Commission may grant an exception to the requirements of § 370-76 of this article.
- I. The sale, renting, leasing or storage of any construction trailers, merchandise or motor vehicles, or trailers for sale or rent, or the repair of vehicles, is prohibited on off-street parking lots, except where law permits the sale of vehicles in an off-street parking lot owned by the owner of the vehicle that is for sale.
- J. For those uses not specifically mentioned, the requirements for off-street parking facilities shall be in accord with a use that the Building Official considers to be similar in type.
- K. When units or measurements determining the number of required parking spaces result in the requirement of a fractional space, any fraction up to and including 1/2 shall be disregarded and fractions over 1/2 shall require one parking space.
- L. For the purpose of computing the number of parking spaces required, the applicable definition of usable floor area (floor area, usable), as defined in Article II, Word Usage; Definitions, in this chapter shall apply.
- M. Wherever the City Council shall establish off-street parking facilities by means of a special assessment district or by any other means, the City Council may determine, upon completion and acceptance of such off-street parking facilities by the City Council, that all existing buildings and uses and all buildings erected or uses established thereafter within the special assessment district or districts may be exempt from the requirements of this article for privately supplied off-street parking facilities.
- N. The minimum number of off-street parking spaces by type of use shall be determined in accordance with the numerical off-street parking and vehicle stacking space requirements of § 370-76 of this article.
- O. **Bicycling parking reduction.** A reduction in the number of off-street parking spaces required by § 370-76 (excluding parking spaces for persons with disabilities) shall be permitted for the provision of bicycle parking in the B-1, B-2, B-3, and OS Districts, provided that:
 - (1) No fee is required for using the bicycle parking made available.
 - (2) When calculation of the maximum number of reduced parking spaces results in a fraction, the resulting number shall be rounded to the next highest number.
 - (3) The reduction in the number of automobile parking spaces shall be reduced by no more than one space for each bicycle parking space, but by no more than 15% of the total required spaces.
 - (4) Bicycle racks shall be located at least as close to the building entrance as to the nearest parking space (excluding accessible parking spaces).
 - (5) Bicycle spaces shall meet the minimum federal highway standard noted below:



- P. **General parking reduction.** To request a waiver of reduction of up to 20% of the full parking requirements of § 370-76, an applicant must submit evidence to demonstrate that the waiver or reduction does not result in any unnecessary hardship on surrounding properties, businesses, and residences, and meets all of the

criteria listed in § 370-77. A public hearing shall be held in accordance with Section § 370-140 of this chapter.

- (1) The Planning Commission may approve such waiver or reduction upon finding that such waiver or reduction does not result in any unnecessary hardship on surrounding properties, businesses, and residences, and meets all of the criteria listed in Article XX.
- (2) An applicant may request a reduction in parking requirements pursuant to § 370-76, provided that certain findings are met. If the applicant is unable to meet these findings, a variance is required.
- (3) Although not necessary, an applicant may elect to apply for a reduction in parking requirements for projects located in Business and Office Districts. This application is not applicable for projects located in zoning districts other than B-1, B-2, B-3, and OS.
- (4) In approving a reduction in off-street parking requirements authorized by this Code, the Planning Commission shall consider and apply the following criteria:
 - (a) The reduction in the parking requirement is justified by the reasonably anticipated automobile usage by residents of and visitors to the project;
 - (b) The reduction in the parking requirement will not be detrimental to the health, safety, convenience, or general welfare of persons residing in or working in the vicinity;
 - (c) The minimization of conflict of vehicular and pedestrian movements;
 - (d) The availability of transportation modes other than the automobile;
 - (e) The pattern of land use and character of development in the vicinity; and
 - (f) Such other criteria as the Planning Commission deems appropriate in the circumstances of the particular case.
- (5) Pertaining to parking tradeoffs, a growing trend has been to facilitate and encourage the use of electric vehicles and to expedite the establishment of a convenient, cost-effective electric vehicle infrastructure that such use necessitates. For all nonresidential areas:
 - (a) "Electric vehicle" means any vehicle that is licensed and registered for operation on public and private highways, roads, and streets; either partially or exclusively, on electrical energy from the grid, or an off-board source, that is stored on-board via a battery for motive purpose. "Electric vehicle" includes:
 - [1] A battery electric vehicle; and
 - [2] A plug-in hybrid electric vehicle.
 - (b) In order to proactively plan for and accommodate the anticipated future growth in market demand for electric vehicles, it is strongly encouraged, but not required, that all new and expanded nonresidential development parking areas provide the electrical capacity necessary to accommodate the future hardware installation of Level-2 electric vehicle charging stations. It is recommended that a typical parking lot (e.g., 1,000 or fewer parking spaces) have a minimum ratio of 2% of the total parking spaces be prepared for such stations. (The following definitions would have to be included if adopted: "Level-1" is considered slow charging: voltage including the range from zero through 120. "Level-2" is considered medium charging: voltage is greater than 120 and includes 240. "Level-3" is considered fast or rapid charging: voltage is greater than 240.)
 - (c) It is noted and understood that large-sized parking may require fewer electric vehicle charging stations than recommended above to accommodate the anticipated market demand.
- (6) Pertaining to parking in side or rear lots only, we suggest the following language for all nonresidential areas identified on the Future Land Use Map as Town Center Overlay District:
 - (a) Parking lots shall be placed in rear and/or interior side yards.

- (b) Parking spaces shall not be located within five feet of a right-of-way.
- (c) Rear yard setbacks are not required, provided that dimensional requirements for screen walls are accommodated.
- (d) New drives shall not be sited directly adjacent to an existing driveway.
- (e) Any area not required for parking shall be landscaped.

§ 370-76. Off-street parking and vehicle stacking space requirements.

[Amended 7-22-2008 by Ord. No. 1213]

A. Minimum off-street parking requirements are as follows:

Use	Minimum Number of Parking Spaces Per Unit of Measure
Residential	
One- and two-family	Two for each dwelling unit.
Multiple-family	Two for each dwelling unit, plus 0.5 space for each additional bedroom over two, plus one visitor parking space for every 10 parking spaces.
Housing for the elderly	Two for every three units, plus one for each employee in the largest working shift. Should units revert to general occupancy, the requirements for multiple-family housing shall apply.
Adult foster care family home for up to six adults	Two for each dwelling unit, plus one off-street parking space for each caregiver.
Child-care center or day-care center for children	One off-street parking space for each caregiver, plus one space for each 10 children in the facility.
Child-care institution	One off-street parking space for each caregiver, plus one space for each 10 children in the facility.
Dependent day-care center for adults	One off-street parking space for each caregiver, plus one space for each 10 adults in the facility.
Elderly Day Care	One off-street parking space for each caregiver plus one space for each six adults in the facility.
Foster family home or foster family group home for up to six children	Two for each dwelling unit, plus one off-street parking space for each caregiver.
Family child-care home or group child-care home for children	Two for each dwelling unit, plus one off-street parking space for each caregiver.
Institutional	
Place of worship	One for every three seats or persons permitted to capacity as regulated by local or state fire codes, or one for every six feet of pews in the main unit of worship, whichever is the greater number.
Fraternity or sorority	One for every five active members or one for every two beds, whichever is the greater number.
Group home	One for each employee in the largest working shift, plus one for every five resident occupants.
Foster care facilities	One for each two residents plus one for each employee.
Golf courses open to the general public, except miniature or "par-3" courses	Six for each golf hole and one for each employee plus spaces required for each accessory use, such as a restaurant or bar.
Homes for the aged, infirm and	One for every four beds, plus one for each employee in the

Southfield

Sec. 5.29. - Off-street parking provisions.

Parking and loading. Off-street vehicular parking, in conjunction with the requirements for all land or building uses, shall be provided in accordance with the provisions of this chapter, prior to the issuance of a certificate of occupancy as herein prescribed:

- (1) The required off-street parking area shall be for occupants, employees, visitors, patrons and shall be limited in use to passenger vehicles not exceeding a net weight of three (3) tons (2.7210 metric tons) and shall be for periods of less than forty-eight (48) hours. The storage of merchandise, motor vehicles for sale, or the repair of vehicles is prohibited in said area.
- (2) Whenever a building or use requiring off-street parking is increased in floor area or any other determining unit of measure and such building or use does exist on the effective date of this chapter, the minimum number of parking spaces required shall be based upon the entire building or use, including the addition.
- (3) Required off-street parking for other than residential use shall be either on the same lot or within three hundred (300) feet (91.5 meters) of the building or use it is intended to serve, measured without crossing a major thoroughfare, from the nearest point of the building or use to the nearest point of the required off-street parking facility. The principal use shall be permitted to continue only so long as the off-street requirements of this chapter are complied with as set forth in section 5.30. However, in the DDA and city centre districts this distance may be increased to five hundred (500) feet.
- (4) Residential off-street parking spaces shall consist of a parking strip, driveway, garage, or combination thereof and shall be located on the premises they are intended to serve.
- (5) For those uses not specifically mentioned, the requirements for off-street parking facilities shall be in accord with a use which the board of appeals considers as being similar in nature.
- (6) Any area once designated as required off-street parking shall never be changed to any other use unless and until equal facilities are provided elsewhere.
- (7) Off-street parking existing at the effective date of this chapter, in connection with the operation of an existing building or use, shall not be reduced to an amount less than hereinafter required for a similar new building or new use, without administrative or site plan approval.
- (8) Two (2) or more buildings or uses may collectively provide the required off-street parking, in which case, the required number of parking spaces shall not be less than the sum of the requirements for each individual use, computed separately.
- (9) In cases of dual functioning of off-street parking where operating hours do not overlap, the board of appeals may grant a temporary modification of the requirements.
- (10) Where lighting facilities are provided, they shall be so arranged as to reflect the light away from the adjacent residential districts.
- (11) For buildings or land containing more than one (1) use as designated in section 5.30, the total parking requirement shall be determined to be the sum of the requirements for each use.
- (12) Bike racks and bike parking credit: To promote non-motorized transit and to reduce impervious surfaces, the city is encouraging alternate means of transportation. The lack of a secure bike parking space keeps many people from using their bikes, thus a minimum of four (4) bicycle parking spaces shall be provided for each non-residential and multi-family development.

For every bike rack which accommodates four (4) bicycles, one (1) off-street parking space, up to a maximum of five (5) percent of the total required parking may be credited by the city planner. Bicycle parking racks shall be located close to the building entrance, and shall be separated from vehicle parking areas to minimize motor vehicle damage to bicycles. Bicycle racks shall be securely anchored to the supporting surface, and shall be at least three (3) feet in

height and able to support a locked bicycle in an upright position. Additional accommodations for bicyclists that may be considered and include, but are not limited to: bicycle lockers, employee shower facilities and dressing areas for employees.

- (13) A pedestrian connection/pathway shall be installed from the public sidewalk or pathway system to the main entrance of a building.
- (14) All adjacent transit stops shall be designed as an integral part of the development project, with direct access to the bus stop/shelter or waiting area from the development site, including public pathways. Additional pedestrian amenities, including benches, trash receptacles, shelters, etc., may be required depending on transit usage of each stop. The transit stop shall be maintained by the developer for the life of the development project.
- (15) Snow storage: A snow removal plan shall be submitted or adequate on-site snow storage shall be provided that does not impede on the minimum required parking spaces. Storage of accumulated snow shall not obscure site lines or cause traffic blind spots.
- (16) It is the intent of this section to meet the reasonable parking needs of each development while increasing green space and minimizing excessive areas of pavement, which reduces aesthetic standards and contributes to high rates of storm water runoff. Thus, exceeding the minimum parking space requirements by more than twenty (20) percent shall only be allowed with approval by the city. In granting such additional parking space, the city shall determine that such parking will be required based on a parking study or other documented evidence to accommodate the use on a typical day.

Sec. 5.30. - Off-street parking requirements.

The minimum number of off-street parking spaces shall be determined in accordance with the following table:

Table 5.30: Off-Street Parking Requirements

Use	No. of Parking Spaces	Per Each Unit of Measure as Follows:
Assembly: (Auditoriums, stadiums, religious institutions, theatres, private clubs, fraternities, exhibition halls, etc.)	1.0	Per 3 seats/occupancy or 6 ft. of pew/bench + accessory uses
Banks and financial institutions:	3.0	Per teller window and ATM (indoor and outdoor) plus
With drive thru	5.0	Per stacking spaces for first drive thru station (min. 160 linear ft. for 2 or more)
Industrial: Storage/warehousing; industrial establishments, including manufacturing, research and testing, laboratories, creameries, bottling works, printing, plumbing, or electrical workshops	1.5	Per 1,000 S.F. G.F.A. or per employees maximum shift, whichever is greater
Office:(general)	4.0	Per 1,000 S.F. G.F.A.
Professional computer processing	1.0	500 S.F. U.F.A.
Medical (doctors, dentist, or similar)	5.0	Per 1,000 S.F. GFA
Hospitals	1.0	/1 bed
Convalescent	1.0	/2 beds
		Plus 4.0 stacking spaces for drive

		through pharmacy
Personal service: Barber shop Beauty parlor	2.0 1.0	Per chair/stations + Per employee
Residential:		
Assisted living/elderly/congregate	0.5	Per bed/unit, plus 1 space/2 employees @ max. shift
Multi-family	1.5	Dwelling unit (2 beds or less); 2.0 D.U. (3 beds or more), plus 1/employee max. shift
Single/two family	2.0	Per dwelling unit
Hotel/motel	1.3	Per unit plus applicable accessory uses
Restaurants:		
Fast food/high volume(incl. drive thru coffee shops)	1.0 1.0	Per 100 s.f. GLA or Per 4 seats, whichever is greater
With drive thru/drive-ins		Plus required stacking (B)
Dining room/banquet	1.0	Per 100 s.f. GLA or per 4 seats, whichever is greater
Bar/lounge	1.0	Per 100 s.f. GLA or per 4 seats, whichever is greater
Carry out	1.0	Per 100 s.f. GLA or per 4 seats, whichever is greater
Retail/commercial: (incl. A.F.S./ pawn shops, smoking lounge) furniture, appliance and similar household equipment repair shops, showroom of a plumber, decorator, electrician or similar trade, clothing and shoe repair and laundry, motor vehicle sales showroom	4.0 1.0	Per 1,000 S.F. GFA Per 800 S.F. U.F.A.
Convenience center (less than 30,000 S.F.)	4.0	Per 1,000 S.F. GFA(A)
Neighborhood center (30,000—250,000 S.F.)	4.0	Per 1,000 S.F. GLA(A)
Community/lifestyle center (250,000—600,000 S.F.)	4.25	per 1,000 S.F. GLA(A)
Regional center (600,000—1,000,000+ S.F.)	4.5	Per 1,000 S.F. GLA(a)
Car wash	6.0	Per stacking approach lane (min. 140 L.F. for 2 or more) + 1/employee
Gas filling	1.0 2.0	Per pump+1/employee +other uses Per service bay
Gas service	1.0 2.0	Per pump+1/employee +other uses Per service bay
Recreation: Including the following:	1.0	Per 4 occupants/capacity/seats+ 1/employee (F)

Arcade		Per 4 occupants/capacity/seats+ 1/employee (F)
Bowling alleys		Per 4 occupants/capacity/seats+ 1/employee (F)
Courts		Per 4 occupants/capacity/seats+ 1/employee (F)
Dance		Per 4 occupants/capacity/seats+ 1/employee (F)
Health and fitness		Per 4 occupants/capacity/seats+ 1/employee (F)
Indoor recreation		Per 4 occupants/capacity/seats+ 1/employee (F)
Skating rink		Per 4 occupants/capacity/seats+ 1/employee (F)
Schools:		
Child care centers	1.0	1.0/Employee + sufficient space for parent parking (1/180 GSF)/drop-off
Elementary and junior	2.0	Per classroom + assembly (C)
High school	4.0	Per classroom + assembly (D)
Colleges/universities		1/5 students based upon max. # of students at any one time, plus 1 per 2 faculty/employees (D & E)
Misc. uses:		Per I.T.E. (G) or best practice (H)
Outdoor dining seating (30 seats or less)		On "weather permitting basis" no additional parking required (I)
Emergency shelter for the homeless	1.0	/3 beds
Soup kitchen	1.0	/3 seats

Table notes:

- (A) Figures are for center with less than twenty (20) percent of GLA devoted to restaurants, entertainment and cinema space. If these uses constitute more than twenty (20) percent of GLA, then shared parking methodology is recommended for computation.
- (B) Measured from the transaction (pay) window. The first transaction window shall have a minimum of eight (8) spaces and two (2) or more ordering stations shall have a minimum of two hundred forty (240) linear feet of stacking. Stacking spaces shall be a minimum of nine (9) feet wide and (20) twenty feet in length, shall not extend onto any public street, and shall be distinctly separated from on-site parking so as not to interfere with ingress and egress to parking spaces.
- (C) Additional bike parking shall be provided for ten (10) percent of students.
- (D) Additional bike parking shall be provided for six (6) percent of students.
- (E) Additional parking may be required if determined necessary for assembly and dormitory (2/unit).

- (F) Additional bike parking shall be provided for twelve (12) percent of required vehicular parking spaces.
- (G) Institute of traffic engineers (I.T.E.).
- (H) For uses not listed, the city planner or planning commission shall make a determination of the minimum required parking or stacking space, based upon review of information submitted by the applicant, city staff, and consultants.
- (I) Outdoor dining areas for more than thirty (30) patrons or those that use awnings, roofs, or similar permanent or temporary structures then the following standards apply:
 - (1) If the outdoor seating is twenty-five (25) percent or less of the indoor seating capacity, no additional parking is necessary.
 - (2) If the outdoor seating is twenty-six (26) to fifty (50) percent of the indoor seating capacity, then the restaurant may be required to provide up to one hundred twenty (125) percent of the parking required for the indoor space.
 - (3) If the outdoor seating is over fifty (50) of the indoor seating capacity, then the restaurant may be required to provide up to one hundred fifty (150) percent of the parking required for the indoor space.

Sec. 5.30. - Off-street parking requirements.

The minimum number of off-street parking spaces shall be determined in accordance with the following table:

Table 5.30: Off-Street Parking Requirements

Use	No. of Parking Spaces	Per Each Unit of Measure as Follows:
Assembly: (Auditoriums, stadiums, religious institutions, theatres, private clubs, fraternities, exhibition halls, etc.)	1.0	Per 3 seats/occupancy or 6 ft. of pew/bench + accessory uses
Banks and financial institutions:	3.0	Per teller window and ATM (indoor and outdoor) plus
With drive thru	5.0	Per stacking spaces for first drive thru station (min. 160 linear ft. for 2 or more)
Industrial: Storage/warehousing; industrial establishments, including manufacturing, research and testing, laboratories, creameries, bottling works, printing, plumbing, or electrical workshops	1.5	Per 1,000 S.F. G.F.A. or per employees maximum shift, whichever is greater
Office:(general)	4.0	Per 1,000 S.F. G.F.A.
Professional computer processing	1.0	500 S.F. U.F.A.
Medical (doctors, dentist, or similar)	5.0	Per 1,000 S.F. GFA
Hospitals	1.0	/1 bed
Convalescent	1.0	/2 beds
		Plus 4.0 stacking spaces for drive through pharmacy
Personal service:		

Barber shop Beauty parlor	2.0 1.0	Per chair/stations + Per employee
Residential:		
Assisted living/elderly/congregate	0.5	Per bed/unit, plus 1 space/2 employees @ max. shift
Multi-family	1.5	Dwelling unit (2 beds or less); 2.0 D.U. (3 beds or more), plus 1/employee max. shift
Single/two family	2.0	Per dwelling unit
Hotel/motel	1.3	Per unit plus applicable accessory uses
Restaurants:		
Fast food/high volume(incl. drive thru coffee shops)	1.0 1.0	Per 100 s.f. GLA or Per 4 seats, whichever is greater
With drive thru/drive-ins		Plus required stacking (B)
Dining room/banquet	1.0	Per 100 s.f. GLA or per 4 seats, whichever is greater
Bar/lounge	1.0	Per 100 s.f. GLA or per 4 seats, whichever is greater
Carry out	1.0	Per 100 s.f. GLA or per 4 seats, whichever is greater
Retail/commercial: (incl. A.F.S./ pawn shops, smoking lounge) furniture, appliance and similar household equipment repair shops, showroom of a plumber, decorator, electrician or similar trade, clothing and shoe repair and laundry, motor vehicle sales showroom	4.0 1.0	Per 1,000 S.F. GFA Per 800 S.F. U.F.A.
Convenience center (less than 30,000 S.F.)	4.0	Per 1,000 S.F. GFA(A)
Neighborhood center (30,000—250,000 S.F.)	4.0	Per 1,000 S.F. GLA(A)
Community/lifestyle center (250,000—600,000 S.F.)	4.25	per 1,000 S.F. GLA(A)
Regional center (600,000—1,000,000+ S.F.)	4.5	Per 1,000 S.F. GLA(a)
Car wash	6.0	Per stacking approach lane (min. 140 L.F. for 2 or more) + 1/employee
Gas filling	1.0 2.0	Per pump+1/employee +other uses Per service bay
Gas service	1.0 2.0	Per pump+1/employee +other uses Per service bay
Recreation: Including the following:	1.0	Per 4 occupants/capacity/seats+ 1/employee (F)
Arcade		Per 4 occupants/capacity/seats+ 1/employee (F)

Bowling alleys		Per 4 occupants/capacity/seats+ 1/employee (F)
Courts		Per 4 occupants/capacity/seats+ 1/employee (F)
Dance		Per 4 occupants/capacity/seats+ 1/employee (F)
Health and fitness		Per 4 occupants/capacity/seats+ 1/employee (F)
Indoor recreation		Per 4 occupants/capacity/seats+ 1/employee (F)
Skating rink		Per 4 occupants/capacity/seats+ 1/employee (F)
Schools:		
Child care centers	1.0	1.0/Employee + sufficient space for parent parking (1/180 GSF)/drop-off
Elementary and junior	2.0	Per classroom + assembly (C)
High school	4.0	Per classroom + assembly (D)
Colleges/universities		1/5 students based upon max. # of students at any one time, plus 1 per 2 faculty/employees (D & E)
Misc. uses:		Per I.T.E. (G) or best practice (H)
Outdoor dining seating (30 seats or less)		On "weather permitting basis" no additional parking required (I)
Emergency shelter for the homeless	1.0	/3 beds
Soup kitchen	1.0	/3 seats

Table notes:

- (A) Figures are for center with less than twenty (20) percent of GLA devoted to restaurants, entertainment and cinema space. If these uses constitute more than twenty (20) percent of GLA, then shared parking methodology is recommended for computation.
- (B) Measured from the transaction (pay) window. The first transaction window shall have a minimum of eight (8) spaces and two (2) or more ordering stations shall have a minimum of two hundred forty (240) linear feet of stacking. Stacking spaces shall be a minimum of nine (9) feet wide and (20) twenty feet in length, shall not extend onto any public street, and shall be distinctly separated from on-site parking so as not to interfere with ingress and egress to parking spaces.
- (C) Additional bike parking shall be provided for ten (10) percent of students.
- (D) Additional bike parking shall be provided for six (6) percent of students.
- (E) Additional parking may be required if determined necessary for assembly and dormitory (2/unit).
- (F) Additional bike parking shall be provided for twelve (12) percent of required vehicular parking spaces.
- (G) Institute of traffic engineers (I.T.E.).

- (H) For uses not listed, the city planner or planning commission shall make a determination of the minimum required parking or stacking space, based upon review of information submitted by the applicant, city staff, and consultants.
- (I) Outdoor dining areas for more than thirty (30) patrons or those that use awnings, roofs, or similar permanent or temporary structures then the following standards apply:
 - (1) If the outdoor seating is twenty-five (25) percent or less of the indoor seating capacity, no additional parking is necessary.
 - (2) If the outdoor seating is twenty-six (26) to fifty (50) percent of the indoor seating capacity, then the restaurant may be required to provide up to one hundred twenty (125) percent of the parking required for the indoor space.
 - (3) If the outdoor seating is over fifty (50) of the indoor seating capacity, then the restaurant may be required to provide up to one hundred fifty (150) percent of the parking required for the indoor space.

1	Purpose and Introduction
2	Definitions
3	Zoning Districts
4	Use Standards
5	Site Standards
6	Development Procedures
7	Admin and Enforcement

9. Commercial Vehicles and Trailers

- A. A person shall not park, nor a vehicle's registered owner permit to be parked, nor the owner of residentially-zoned property permit to be parked, any commercial vehicle or a commercial trailer on any residentially-zoned property in the city for any purpose or length of time other than for expeditious loading and delivery or pick-up and unloading of materials, goods, or merchandise, or for the purpose of carrying on a principal use permitted on the property on which the vehicle is parked, or as permitted in subpart B, below.
- B. A commercial vehicle may be parked on residentially-zoned property if all of the following conditions are met:
 - i. The vehicle is used as the principal means of transportation for a resident in the conduct of his employment or profession or is the resident's sole means of motor vehicle transportation;
 - ii. The vehicle is not a dump truck, stake truck, flatbed truck or semi-tractor or cube van;
 - iii. The vehicle does not exceed seven-thousand (7,000) pounds, empty weight, as defined in 1949 PA 300, as amended;
 - iv. In any proceeding for violation of this ordinance, where a motor vehicle displays commercial license registration plates, such registration shall constitute prima facie presumption that it is a commercial vehicle at the time of any alleged violation; and
 - v. In any proceeding for violation of the weight limitation provision of this Ordinance, the weight indicated on the vehicle's registration shall constitute a prima facie presumption of the weight of the vehicle at the time of any alleged violation, and any gross vehicle weight classification indicated on the vehicle's registration or plate shall constitute a prima facie presumption that the weight of the vehicle was within such classification at the time of any alleged violation.

5.2 OFF-STREET PARKING REQUIREMENTS

There shall be provided in all districts at the time of erection or enlargement of any main building or structure, automobile off-street parking space with adequate access to all spaces. The number of off-street parking spaces, in conjunction with all land or building uses shall be provided, prior to the issuance of a certificate of occupancy, as hereinafter prescribed:

1. Except as specifically permitted in the P-1 district, off-street parking or off-street parking lots shall not be permitted as the sole or principal permitted use in any zoning district.
2. Off-street parking spaces may be located within a rear yard or within a side yard which is in excess of the minimum side yard setback unless otherwise provided in this Ordinance. Off-street parking shall not be permitted within a front yard nor within a minimum side yard setback unless otherwise provided in this Ordinance.
3. Off-street parking for other than residential use shall be either on the same parcel of and or within three-hundred (300) feet of the building it is intended to serve, measured along a pedestrian walkway from the nearest point of such building to the nearest point of the off-street parking lot. The pedestrian walkway shall be on the applicant's property or within a dedicated right-of-way, provided that a pedestrian walkway approved by the planning commission may cross intervening parcels of land under separate ownership where the applicant has secured necessary permanent easements from the owners of the intervening parcels and the walkway provides a reasonably safe method of pedestrian access between the parking area and the building served.

The purpose of the sidewalk is to permit safe and convenient pedestrian access for employees and/or customers who may use the parking lot. If the pedestrian walkway crosses an intervening major arterial, arterial, or minor arterial road, the applicant shall be responsible for improvements required by the planning commission, including the requirement of an overhead crosswalk, necessary to provide a safe pedestrian crossing. No crossing shall be permitted unless approved by the Planning Commission as a safe crossing.



Ownership shall be shown of all lots or parcels intended for use as parking by the applicant. Off-street parking required to meet the minimum standards specified at **Section 5.2.12.** shall be located within the corporate limits of the City of Novi.

Notwithstanding **Section 6.1.1.C.i** (permitting administrative site plan review of expansion of existing off-street parking areas), all off-premises parking lots must be approved by the Planning Commission in accordance with requirements of **Section 6.1.2.C** for special land uses and subject to the public hearing requirements set forth and regulated in **Section 6.2.**

Required parking for an exposition facility permitted pursuant to **Section 3.1.14.B.i** may be located up to three-thousand (3,000) feet from the facility provided:

- A. There is an agreement between the operator of the exposition facility and the owner of the off-premises parking lot(s) permitting use of said lot(s) for exposition facility parking for not less than five (5) years, which lease agreement shall be recorded by the operator with the Oakland County Register of Deeds prior to final occupancy permit, and a certified copy of the recorded document provided to the City Clerk, and, provided further, should said parking agreement be rescinded the operator shall immediately notify the City Clerk and provide alternative parking complying with terms of this section;
 - B. There is provided a shuttle service to transport persons from the parking lot to the facility; and
 - C. No more than twenty-five (25) percent of the required parking is provided by such off-premises lots.
 - D. Upon the expiration or termination of any off-premises parking lot lease required by this section, a substitute off-premises parking lot lease shall be executed, recorded and provided to the City Clerk. The failure to comply with this requirement shall constitute a violation of this section of the Ordinance.
4. Required off-street parking for single- and two-family dwellings may be provided in a stacking configuration in a driveway or garage or combination thereof.

Required off-street parking for all other uses shall consist of an unencumbered parking stall or strip, parking bay, vehicle maneuvering space or driveway, garage or combinations thereof. All residential parking shall be located on the premises it is intended to serve. Parking garages or structures when accessory to a principal use shall be subject to the applicable provisions of **Section 4.19.**

- 5. Minimum required off-street parking spaces shall not be replaced by any other use unless and until equal facilities are provided elsewhere.
- 6. Off-street parking existing at the effective date of this Ordinance, in connection with the operation of an existing building or use shall not be reduced to an amount less than hereinafter required for a similar new building or new use.
- 7. In the instance of dual function of off-street parking spaces by more than one land use, the Planning Commission may permit a reduction in the number of parking spaces required in the Ordinance. Said reduction may be considered by the Planning Commission only after the submittal by the Applicant of a Shared Parking Study, prepared by an individual or firm with demonstrated experience in parking analysis. The methodology used in the report shall generally follow the guidelines set for in the following documents: Shared Parking - Potential for Application within the Town Center districts (December 1993), prepared for the City of Novi, and Shared Parking (2nd Edition, 2005), prepared for the Urban Land Institute. In the instance of multi-phased projects, the Applicant shall present evidence during the review of all phases subsequent to Phase 1 that the assumptions included in the shared parking analysis are reasonably being met by the previous phases.
- 8. The sale or storage of construction trailers, merchandise, motor vehicles or trailers for sale or rent, trucks, or the repair of vehicles is prohibited on off-street parking lots.
- 9. For those uses not specifically mentioned, the requirements for off-street parking facilities shall be in accord with a use which the Planning Commission considers is similar in type. If no use is deemed to be similar, the Planning Commission may accept the recommendation of its Traffic Consultant or undertake a study to determine the most appropriate standard to use.



- 10. When units or measurements determining the number of required parking spaces result in the requirement of a fractional space, any fraction up to and including one-half (½) shall be disregarded and fractions over one-half (½) shall require one (1) parking space.
- 11. Wherever the City Council shall establish off-street parking facilities by means of a special assessment district, or by any other means, the City Council may determine, upon completion and acceptance of such off-street parking facilities by the City Council, all existing buildings and uses and all buildings erected or uses established thereafter within the special assessment district or districts, shall be exempt from the requirements of this Section for privately supplied off-street parking facilities.
- 12. The minimum number of off-street parking spaces by type of use shall be determined in accordance with the following schedule:



5.2.12 Off-Street Parking Spaces

Use	Minimum Number of Parking Spaces per Unit of Measure
A. Residential	
Residential, one-family and two-family	Two (2) for each dwelling unit
Residential, multiple-family	Two (2) for each dwelling unit having two (2) or less bedrooms and two and one-half (2 ½) for each dwelling unit having three (3) or more bedrooms
Fraternities or sororities	One (1) for each five (5) permitted active members, or one (1) for each two (2) beds, whichever is greater
Housing for elderly:	
1. Shared elderly living	Two (2) for each dwelling unit
2. Independent elderly	One (1) for each dwelling unit and one (1) for each employee
3. Congregate elderly	Three (3) for each four (4) units and one (1) for each employee
Mobile home park	Two (2) for each mobile home site
B. Institutional	
Places of worship	One (1) for each three (3) seats or persons permitted to capacity as regulated by local, county or state fire or building codes or six (6) feet of pews in the main unit of worship, whichever is the greater, plus parking for accessory uses, if determined necessary by the City
Hospitals	Two and seven tenths (2.7) for each one (1) bed plus parking for related uses
Assisted living convalescent care, homes for the aged, and nursing homes	One (1) for each four (4) beds and one (1) for each employee
Elementary and junior high schools	One (1) for each one (1) teacher, administrator and other day employee or the requirements of the auditorium, whichever is the greater
Senior high schools	One (1) for each one (1) teacher, administrator, and other day employee, and one (1) for each four (4) students over the driving age, or the requirements of the auditorium, whichever is the greater
Private clubs or lodge halls	One (1) for each three (3) persons allowed within the maximum occupancy load as established by local, county or state fire, building or health codes

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5.2.12 Off-Street Parking Spaces (continued)	
Use	Minimum Number of Parking Spaces per Unit of Measure
B. Institutional (continued)	
Private golf clubs, swimming pool clubs or other similar uses	One (1) for each two (2) member families or individuals plus spaces required for each accessory use such as a restaurant or bar.
Private tennis clubs or other similar uses	Six (6) for each one (1) tennis court plus spaces required for each accessory use
Golf courses open to the general public, except miniature or "par-3" courses	Six (6) for each one (1) golf hole and one (1) for each one (1) employee, plus spaces required for each accessory use, such as a restaurant or bar
Stadiums, sports arenas, or similar place of outdoor assembly	One (1) for each three (3) seats or five (5) feet of benches
Theaters and auditoriums	One (1) for each three and four tenths (3.4) seats plus one (1) for each two (2) employees
Nursery schools, day nurseries or child care centers	One (1) for each three hundred fifty (350) square feet of usable floor area plus one (1) space for each employee
Libraries, museums, post offices	One (1) for each three hundred fifty (350) square feet of gross floor area
Health clubs and facilities:	
a.	30,000 square feet or less
b.	Greater than 30,000 square feet
Swimming clubs (private)	One (1) for each four (4) member families (under maximum membership)
Swimming pools (public)	One (1) for each four (4) persons permitted under maximum capacity of the facility
C. Business and Commercial	
Auto washes (automatic)	Two (2) plus one (1) for each employee plus one (1) for each vacuum station or similar area
Auto washes (self-service or coin-operated)	Two (2) plus one (1) for each employee plus one (1) for each vacuum station or similar area
Beauty parlors or barbershops	Three (3) spaces for each of the first two (2) beauty or barber chairs, and one and one-half (1 ½) spaces for each additional chair



5.2.12 Off-Street Parking Spaces (continued)

Use	Minimum Number of Parking Spaces per Unit of Measure
C. Business and Commercial (continued)	
Bowling alleys	Five (5) for each one (1) bowling lane plus parking for accessory uses
Planned commercial or shopping centers	<p>One (1) for each 250 square feet gross leasable area (GLA) for developments under 400,000 square feet (4.0 spaces per 1,000 square feet GLA)</p> <p>For developments between 400,000 and 600,000 square feet, a sliding scale where the parking ratio increases/decreases proportionally with the centers square footage, from one (1) for each 250 square feet of GLA (4 spaces per 1,000 sq. ft. GLA) at 400,000 square feet to (1) for each 222 square feet of GLA (4.5 spaces per 1,000 sq. ft. GLA) at 600,000 square feet</p> <p>For developments 600,000 square feet GLA and larger, one (1) for each 222 square feet GLA (4.5 spaces per 1,000 sq. ft. GLA)</p> <p>If the combined GLA of restaurant, cinema, and entertainment uses exceeds 20% of the total GLA for the shopping center, a shared parking study shall be undertaken to determine the appropriate parking ratio for the shopping center.</p> <p>Any single use over 30,000 square feet and within a shopping center shall have its portion of the parking requirement calculated from the appropriate standards for the use, if one exists</p>
Dance halls, pool or billiard parlors, roller skating rinks, exhibition halls, and assembly halls without fixed seats	One (1) for each two (2) persons allowed within the maximum occupancy load as established by local, county or state fire, building or health codes
Restaurants and other establishments for sale and consumption on the premises of beverages, food or refreshments:	
a. Sit-down	One (1) for each seventy (70) square feet gross floor area (14.3 spaces per one-thousand (1,000) square feet), or one (1) for each two (2) employees, plus one (1) for each two (2) customers allowed under maximum capacity (including waiting areas), whichever is greater
b. Fast Food	One (1) for every two (2) employees, plus (1) for every two (2) customers allowed under maximum capacity (including waiting areas) plus compliance with the requirements for stacking spaces outlined in Section 5.3.11
Drive-in restaurants	One (1) for each thirty (30) square feet of usable floor area

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5.2.12 Off-Street Parking Spaces (continued)	
Use	Minimum Number of Parking Spaces per Unit of Measure
C. Business and Commercial (continued)	
Furniture and appliance, household equipment, repair shops, showroom of a plumber, decorator, electrician, or similar trade, shoe repair and other similar uses	<ol style="list-style-type: none"> One (1) space for each two hundred (200) square feet of gross leasable floor area Upon approval by the Planning Commission, granted pursuant to Section 5.2.14, the paved area for off-street parking may be reduced to an area comprising one (1) space for each eight hundred (800) square feet of usable floor area, and one (1) additional space for each two (2) employees working in processing areas, provided that a surplus area is provided on the site to accommodate the construction of additional off-street parking to fulfill the requirements of preceding paragraph if needed
Fueling stations (with accessory service garage)	Two (2) for each service bay; and one (1) for each fuel dispensing stand; and one (1) for each vehicle used as part of the equipment of the service station; and spaces for accessory uses
Fueling stations (without accessory service garage)	One (1) fueling space for each fuel dispensing stand. In addition, one (1) space per 200 square feet usable floor area (not to include vehicle fueling spaces located at the pump) plus parking for accessory uses. In no instance shall such a facility provide less than three (3) parking spaces. In no instance shall a required parking space or its maneuvering area conflict with vehicles being fueled or awaiting fuel
Laundromats and coin-operated dry cleaners	One (1) for each two (2) machines (washing and dry cleaning)
Miniature or "par-3" golf courses	Three (3) for each one (1) hole plus one (1) for each one (1) employee
Mortuary establishments	One (1) for each fifty (50) square feet of usable floor area
Motels, hotels or other commercial lodging establishments	One (1) for each one (1) occupancy unit plus one (1) for each one (1) employee, plus parking for accessory uses
Motor vehicle sales and service establishments	One (1) for each two hundred (200) square feet of usable floor area of sales room and one (1) for each one (1) auto service stall in the service room
Retail stores except as otherwise specified herein	One (1) for each two hundred (200) square feet of gross leasable floor area
Conference facilities	One (1) for every three (3) persons allowed within the maximum occupancy load as established by local, county or state fire, building or health codes. Requirements for hotel, motel, restaurants, lounges, offices and other uses associated with a conference facility shall also be met as established for such uses in Section 5.2



5.2.12 Off-Street Parking Spaces (continued)

Use	Minimum Number of Parking Spaces per Unit of Measure
C. Business and Commercial (continued)	
Exposition facilities	<ol style="list-style-type: none"> <li data-bbox="685 365 1416 705">1. One (1) for every one hundred twenty (120) square feet of gross floor area in exhibition hall space and ancillary conference room space available for use, plus parking for general office space, restaurants, museum area, warehousing and other permitted uses per requirements at Section 5.2.12. In addition, a minimum of ten (10) tractor-trailer truck parking spaces shall be provided for an exhibition facility. Truck spaces shall be a minimum of fourteen (14) feet wide and fifty-five (55) feet long, with adequate maneuvering area located adjacent to said truck spaces <li data-bbox="685 705 1416 1295">2. The parking requirements for an exposition facility may be satisfied by construction of seventy-five (75) percent of the minimum required spaces, provided that an area sufficient to construct the remaining twenty-five (25) percent of required spaces is reserved on the site, or on a site owned by the applicant which is within three hundred (300) feet of the site pursuant to Section 5.2.3. Thereafter, the applicant shall on an annual basis submit a report to the Building Division listing each event held at the facility, the number of attendees, the total number of vehicles parked on site each day for the event, and the peak number of vehicles parked on site at a given time during the event. The Building Division shall also have provided to it by City consultants and departments, any additional information pertinent to the reasonable adequacy of the usable parking at the facility. The Building Division shall make a determination on an annual basis as to whether additional parking shall be constructed on the land reserved or a portion of the land reserved
Oil change facilities, Mini-lubes	Two and one-half (2.5) for each service bay
Hardware/building supply stores (free-standing)	One (1) per two hundred forty (240) square feet of gross floor area (interior and exterior)
Banquet Halls	One (1) for each three (3) persons permitted under maximum capacity
Microbreweries; brewpubs	One (1) for each seventy (70) square feet of gross floor area (14.3 spaces per one-thousand (1,000) square feet), or one (1) for each two (2) customers allowed under maximum capacity (including waiting areas) in the taproom/restaurant, whichever is greater, plus one (1) for each one and one-half (1½) employees in largest working shift in the taproom/restaurant and in the microbrewery or brewpub. Above requirements apply for either a freestanding facility or for a facility attached to other retail uses in a planned commercial center
Pet Boarding Facilities	One (1) for each seven hundred (700) square feet of usable floor area

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5.2.12 Off-Street Parking Spaces	
Use	Minimum Number of Parking Spaces per Unit of Measure
C. Business and Commercial (continued)	
Warehouse stores, characterized by the collocation of sales and storage functions, where aisles are designed to frequently accommodate both customers and powered material handling equipment simultaneously	One (1) for each seven hundred (700) square feet of gross leasable floor area
Lumber and Building Material Stores over 75,000 square feet	One (1) for each seven hundred (700) square feet of gross leasable floor area
D. Offices	
Banks	One (1) for each one hundred fifty (150) square feet of gross floor area (6.7 spaces per 1,000 sq. ft. GFA).
Business offices or professional offices except as indicated below	One (1) for each two hundred twenty-two (222) square feet GLA (4.5 spaces per 1,000 sq. ft. GLA) for buildings up to 100,000 square feet. For buildings greater than 100,000 square feet, one (1) per two hundred eighty six (286) square feet GLA (3.5 spaces per 1,000 sq. ft. GLA)
Professional offices of doctors, dentists, veterinarian or similar professions; outpatient clinics	One (1) for each one hundred sixty seven (167) square feet GLA (6 spaces per 1,000 sq. ft. GLA) for buildings up to 5,000 square feet. For buildings greater than 5,000 square feet, one (1) per one hundred seventy-five (175) square feet GLA (5.7 spaces per 1,000 sq. ft. GLA)
E. Industrial	
Industrial or research establishments and related accessory offices	One (1) space for each seven hundred (700) square feet of usable floor area or five (5) plus one (1) for each one and one-half (1 ½) employees in the largest working shift, whichever is greater. Space on site shall also be provided for all construction workers during periods of plant construction
Warehouses and wholesale establishments and related accessory offices	<ol style="list-style-type: none"> One (1) space for each seven hundred (700) square feet of usable floor area Upon approval by the Planning Commission, granted pursuant to Section 5.2.14, the paved area for off-street parking may be reduced to an area comprising five (5) spaces plus one (1) for every one (1) employee in the largest working shift, or five (5) spaces plus one (1) for every seventeen hundred (1700) square feet of usable floor area, whichever is greater, provided that a surplus area is provided on the site to accommodate the construction of additional off-street parking to fulfill the requirements of the preceding paragraph if needed



5.2.12 Off-Street Parking Spaces

Use	Minimum Number of Parking Spaces per Unit of Measure
E. Industrial (continued)	
Automobile service establishments, (major and minor services)	Two (2) spaces for each service bay, plus one (1) space for every employee. No wrecked or partially dismantled vehicles, or vehicles without current license plates shall be stored outside
Mini warehouses	Five (5) spaces at the office. Access to individual storage units shall provide for loading/unloading of vehicles adjacent to units without impeding thru traffic flow

13. Parking spaces for those with physical disabilities shall be designed and provided as part of the minimum number of parking spaces required by this Ordinance, and shall be designed, constructed and marked in accordance with Title III of the Americans with Disabilities Act, Public Law 101-336 (ADA) and Section of Act 230 of the Public Acts of 1972, as amended (Michigan Barrier Free Design Standards).

14. It is the intent of this subsection to recognize that certain uses may function with less off-street parking than other uses permitted in their respective zoning districts. Notwithstanding the specific provisions of Sections 5.2.12.C for Exposition Facilities and 5.2.12.E for Warehouses, landbanking may be permitted on the request of the applicant if an applicant can demonstrate that the number of parking spaces required under this Section are in excess of the actual requirements for the functional use of the building, for up to twenty-five (25) percent of the required number of parking spaces on the site, subject to the following conditions:

- A. The minimum number of spaces required for the site shall be forty-five (45), prior to the landbanking request.
- B. An alternative parking site plan shall be submitted to the Planning Division that conforms with Section 6.1 of this Ordinance, provided, that the area where parking spaces will be landbanked shall be so designated on the site plan in addition to the areas where parking spaces will be initially constructed. The alternative parking site plan shall show the number of parking spaces to be provided, the number of spaces to be landbanked, and the layout of both provided and landbanked parking

areas. All areas designated for land banking shall be maintained as landscaped open space and may not be used for any other purposes.

- C. The applicant shall demonstrate that all proposed and landbanked parking areas can be developed in accordance with City standards and regulations including, but not limited to, woodlands, wetlands, and stormwater management.
- D. Areas of land where parking construction has been landbanked shall be landscaped and maintained with grass or other acceptable plant materials. If that area is not disturbed during construction, it may, with the approval of the Planning Commission, be maintained in its natural vegetative condition existing prior to development, provided the natural vegetation is in keeping with the general appearance of the area.
- E. In addition to the above requirements, approval for landbanking of parking lot construction shall be granted only upon finding by the Planning Commission that the proposal meets the following:
 - i. The applicant has demonstrated through substantial evidence that the specified occupant or building use would require less parking than what would typically be required by this Section;
 - ii. Parking will not occur on any street or driveway;
 - iii. Parking will not occur on any area not approved and developed for parking;
 - iv. Parking will not occur on that area where parking construction has been landbanked until such time as that area is constructed for such parking;



- v. The requested parking landbanking shall not create traffic or circulation problems on or off site;
 - vi. The requested parking landbanking shall be consistent with the public health, safety, and welfare of the City and the purposes of this Ordinance.
- F. The owner of property for which parking landbanking has been granted shall report any proposed change in the use or occupancy of the property to the Building Official prior to said increase or change, who shall evaluate the need for some or all of the landbanked parking spaces to be installed.
- G. Upon determination by the Building Official, or his designee, that some of all of the landbanked spaces need to be installed, the applicant shall install some or all of the landbanked spaces prior to any change in the use or occupancy of the property.
- H. In approving landbanking of parking, the Planning Commission may prescribe such conditions regarding the character, location, landscaping and other features that will in its judgment secure the objectives and purposes of this Ordinance. Violations of such conditions, when made a part of the terms under which the landbanking is permitted, shall be deemed a violation of this Ordinance.
15. It is the intent of this subsection to provide reasonable standards for the installation and operation of Plug-In Electric Vehicle (PEV) charging stations and charging spaces within off-street parking areas.
- A. PEV charging stations, as well as all structures and equipment ancillary to PEV charging stations (protective bollards, signage, etc.), shall collectively be considered an accessory use to any principal permitted use.
 - B. The location of PEV charging stations and spaces shall be subject to the following:
 - i. PEV charging stations and spaces shall be permitted anywhere off-street parking is permitted;
 - ii. PEV charging stations and spaces shall be permitted anywhere within an off-street parking area that a standard parking space is permitted, provided all standards pertaining to off-street parking spaces and to off-street parking areas are met;

- C. PEV charging stations and spaces shall meet the following design requirements:
 - i. PEV charging stations shall meet all applicable electrical and building codes, including but not limited to the National Electrical Code (NEC) and the Michigan Building Code;
 - ii. PEV charging stations shall be Level-1 and Level-2 capable as defined by the National Electrical Code (NEC);
 - iii. PEV charging spaces shall meet all dimensional requirements of a standard parking space per Section 5.3, including length and width. PEV charging spaces shall meet the requirements of the City's Design and Construction Standards, including those pertaining to parking lot curbing and pavement;
 - iv. Where a PEV charging space is proposed perpendicular to a four (4) inch curb such that a seventeen (17) foot parking space with a two-foot overhang is permitted per Section 5.5.3.C.ii, the corresponding PEV charging station as well as any structures ancillary to it (bollards, signs, etc.) shall be installed a minimum of two (2) feet from the face of the curb;
 - v. Where a PEV charging station is installed adjacent to a sidewalk, the station and all structures ancillary to it shall maintain a five (5) foot wide clearance for the sidewalk;
 - vi. PEV charging stations and spaces shall be identified with the State-standard "Reserved Parking Only - Charging Station" sign and corresponding plaque (R7-8c and R7-8cP, respectively) as detailed in the Michigan Standard Highway Signs Book, or its equivalent. PEV identification signs shall meet the same standards relative to location, height, and design as barrier-free parking signs;
 - vii. PEV charging spaces shall be identified with the MMUTCD-standard pavement marking D9-11b (ALT) or its equivalent;



- viii. PEV charging stations shall be installed in a suitable location such that any cords connecting the charging station with the vehicle will not extend across a pedestrian walkway or will otherwise present a tripping hazard. Charging stations featuring self-retracting cords are encouraged; and
- ix. PEV charging stations available to the public shall be maintained in safe and operational repair, and shall clearly display a toll-free telephone number to report any problems.

D. PEV charging spaces shall be considered as standard parking spaces for the purpose of meeting the minimum off-street parking requirements of **Section 5.2**.

E. PEV charging stations and spaces, as well as all structures ancillary to PEV charging stations and spaces, including but not limited to bollards, signs, canopies, shelters, solar collectors, etc., shall be subject to the following:

- i. PEV charging stations and spaces, as well as all ancillary structures installed as part of a PEV charging station, shall meet the minimum parking setback requirements of the applicable zoning district;
- ii. Solar collector-equipped panels and canopies, shelters, carports, and similar large structures installed as part of a PEV charging station or space shall meet the minimum building setback requirements of the applicable zoning district;

- iii. All ancillary structures installed as part of a PEV charging station shall meet the maximum height requirements of the applicable zoning district;
- iv. PEV charging stations shall be permitted no additional signage beyond the required City-standard sign identifying the PEV charging station space.

5.3 OFF-STREET STACKING SPACE, LAYOUT STANDARDS, CONSTRUCTION AND MAINTENANCE

Whenever the off-street parking requirements in **Section 5.2** require the building of an off-street parking facility, or where P-1 districts are provided, such off-street parking lots shall be laid out, constructed and maintained in accordance with the following standards and regulations:

1. No parking lot shall be constructed unless and until a permit therefore is issued by the Building Official. Applications for a permit shall be submitted to the Building Division in such form as may be determined by the Building Inspector [Official] and shall be accompanied with two (2) sets of site plans for the development and construction of the parking lot showing that the provisions of this Section will be fully complied with.
2. Plans for the layout of off-street parking facilities shall be in accord with the following minimum requirements: ✎

5.3.2 Off-Street Parking Minimum Requirements

Parking Pattern	Maneuvering Lane Width (feet)	Parking Space Width (feet)	Parking Space Length (feet)	Total Width of 1 Tier of Spaces Plus Maneuvering Lane (feet)	Total Width of 2 Tiers of Spaces Plus Maneuvering Lane (feet)
0° Parallel parking	13	8	23	21	42
30° to 53°	15	9	18	34	53
54° to 74°	18	9	18	38	58
75° to 90°	24 *	9	19	43	62

Note: All above dimensions are measured from face of curb to face of curb.
 * When no parking spaces are present adjacent to a maneuvering lane, the lane width may be reduced to 22 feet, face of curb to face of curb (if curbed) unless the Planning Commission finds that the 24 foot width is warranted for the proposed use.



Sue's revisions – July 19, 2017



301 W. MAIN OWOSSO, MICHIGAN 48867-2958 (989) 725-0535 FAX (989) 725-9546

May 15, 2017

Owosso, MI 48867

Dear Lessee:

Enclosed is your parking lease application and parking lease for the 2017-2018 fiscal year. Parking leases will expire on June 30, 2018. Lease payments will only be accepted for a 1) six month payment or 2) one-time yearly payment. Any rent five (5) days overdue shall result in revocation of this lease with only notice of termination to lessee required.

Please completely fill out the lease application and sign the lease in the spaces provided. Incomplete lease applications will not be accepted. Please return the lease application, the signed lease, and your payment to:

City of Owosso
Attn: Tanya Buckelew
301 W. Main Street
Owosso, MI 48867

When the completed application, signed lease, and payment have been received at City Hall, we will sign the lease and return it for your records. Permit hangers will be mailed with the signed lease. Just a reminder...Replacement hangers are \$15 each.

Please be aware there are a limited number of spaces in each parking lot. Parking leases will be accepted on a **first come - first serve basis**, when payment has been received.

You currently have parking spaces leased in Lot . If you do not need to renew your current leased space(s), please notify me at your earliest convenience, as I do have a waiting list for parking spaces.

Thank you for your cooperation with the City of Owosso. If you have any questions or comments, please call me at 989-725-0540.

Sincerely,

Tanya S. Buckelew
Executive Secretary

Enclosures

Parking Lease Application

The Parking Lease Application is for reserving parking space(s) in various parking lots within downtown Owosso. The application does not apply to on-street parking or overnight parking on streets. For more information please call: 989-725-0540.

NAME (Print) _____ DATE _____

Please check one: EMPLOYEE _____ RESIDENTIAL _____ (If this is for a residential use, the landlord must apply for the parking lease.)

WHICH PARKING LOT? _____

HOW MANY SPACES? _____ DAY _____ NIGHT _____ 24-HOUR _____

COMPANY NAME _____

ADDRESS _____

COMPANY PHONE _____ PERSONAL PHONE _____

PERSONAL ADDRESS _____

➤ I AM MAKING A SIX MONTH PAYMENT _____ TOTAL AMOUNT PAID \$ _____

➤ I AM MAKING A ONE-TIME YEARLY PAYMENT _____ TOTAL AMOUNT PAID \$ _____

SIGNATURE _____

CITY OF OWOSSO PARKING

LEASE RATES

FREE PARKING BELOW

<u>CITY OF OWOSSO PARKING</u>		<u>LEASE RATES</u>	<u>FREE PARKING BELOW</u>
ALL <u>RESIDENTIAL</u> PARKING SPACES		\$20 per month	
Lot No. 9	BALL / COMSTOCK	\$25 per month	(Up to 4 hr. parking allowed)
Lot No. 2	BALL / MASON	\$25 per month	(Up to 4 hr. parking allowed)
Lot No. 5	BALL / WATER/ EXCHANGE	\$25 per month	(Up to 4 hr. parking allowed)
Lot No. 6	PARK / EXCHANGE	\$25 per month	(Up to 4 hr. parking allowed)
Lot No. 7	PARK / MAIN	\$25 per month	(Up to 4 hr. parking allowed)
MAIN/MICHIGAN		FREE	(Up to 72 hr. parking allowed)
CITY HALL PARKING LOT		FREE	(Up to 72 hr. parking allowed)
JC PENNEY'S PARKING LOT		FREE	(Up to 72 hr. parking allowed)
ARMORY PARKING LOT		FREE	(Up to 72 hr. parking allowed)
PARK/MASON/WILLIAMS		FREE	(Up to 72 hr. parking allowed)
PARK/COMSTOCK		FREE	(Up to 24 hr. parking allowed)
MAIN/WASHINGTON		FREE	(Up to 4 hr. parking allowed)
STREET PARKING SPACES		FREE	(Up to 2 hr. parking allowed)

Sue's revisions – July 19, 2017

Lease will need to be signed for parking spaces. All leases expire on June 30th each year. A lease may be terminated and payments ended at any time by returning the hanger. If payments have been made in advance, a refund will be made.

PARKING SPACE LEASE

LESSOR:

City of Owosso
Community Development Department
301 W. Main Street
Owosso, MI 48867
(989) 725-0540

LESSEE:

(PRINT) NAME: _____

(PRINT) HOME ADDRESS: _____

(PRINT) CITY, STATE, ZIP: _____

IT IS HEREBY AGREED:

That lessor hereby leases to the lessee _____ parking space(s) for a term of twelve (12) months commencing from the date of the lease and expiring on June 30, 2018.

The lessee is assigned _____ of the signed spaces at the lot at _____. The following provisions apply:

- 1. Rental Terms**--This lease agreement terminates on June 30, 2018. The city reserves the right not to renew the lease through a notice provided to the lessee at least thirty (30) days in advance. The city also reserves the right to relocate the location of this parking lease if deemed necessary. If this becomes necessary, the city will make every effort possible to relocate this lease location to a lot which is most advantageous for the lessee.
- 2. Rent Charges** – Rent payments will be accepted for a 1) six month payment or 2) one-time yearly payment. Any rent five (5) days overdue shall result in revocation of this lease with only notice of termination to lessee required. Future consideration of a lease at the next available leasing period will require payment in full for the entire lease period for the full term. City-supplied parking permit hangers shall be placed on the rear view mirror of the front windshield with the colored side facing the windshield.
- 3. Maintenance and Repair**--The city shall maintain the lot in good repair as a hard-surfaced facility. The presence of surface cracks, patching, and slight undulations in the surface shall not violate the meaning of good repair. The city retains the exclusive right to determine the timing and extent of any construction or improvements to the parking lot containing the leased space.
- 4. Service Scheduling**--The city shall provide a minimum of 24-hour notice to tenants when servicing the lot requires that the lessee not park in the leased space for the specified period. The lessee shall retain the right to use other public parking spaces having the least interference with business access while public works are in progress.

Sue's revisions – July 19, 2017

5. Snow Removal--The city retains the right to declare a snow emergency at any time and order removal of the vehicle with no obligation to timely notice. Lessee is responsible for snow removal for the leased spaces and for any snow adjacent to the occupied spaces not able to be cleared by snow removal vehicles at the time the balance of the parking lot is being cleared.

6. Use of Premises--Unless otherwise authorized by the lease, the leased space may only be used for parking noncommercial passenger vehicles and vans or light duty trucks rated below 1,500 pounds.

7. Special Events--If a special event occurs that prevents parking in the assigned area, the lessee may use another public parking lot not used for the special event..

8. Observance of Laws--The lessee shall obey and comply with all public laws, ordinances, rules and regulations relating to the use of the leased premises.

9. Notice--The address of the lessee and the city on the lease agreement shall suffice as the specific and appropriate location for notices relating to this agreement.

10. Residential Lease - All residential lease applications and formal lease agreements must be completed and signed by the landlord(s). Residential lessees may park in any public lot at any time for the life of the agreement.

- a. **Extended Residential Parking** – Residential vehicles shall not be parked more than 48 hours at any given time. Residential lessees planning an extended leave shall be required to park in a 72-hour lot during that time and shall give notice to public safety detailing the vehicle type, license, dates and duration of extended parking (not to exceed seven (7) days). If a resident plans a longer extended leave than seven (7) days it will be up to the lessee to find alternate parking during that time.

11. Entire Agreement--The lease and lease terms and exhibits attached hereto and forming a part hereof set forth all of the covenants, agreements, stipulations, promises, conditions and understandings between the city and the lessee concerning the premises; there are no other covenants, agreements, stipulations, promises, conditions of understanding, either oral or written, between them other than set forth.

ACKNOWLEDGED:

LESSEE

Signature

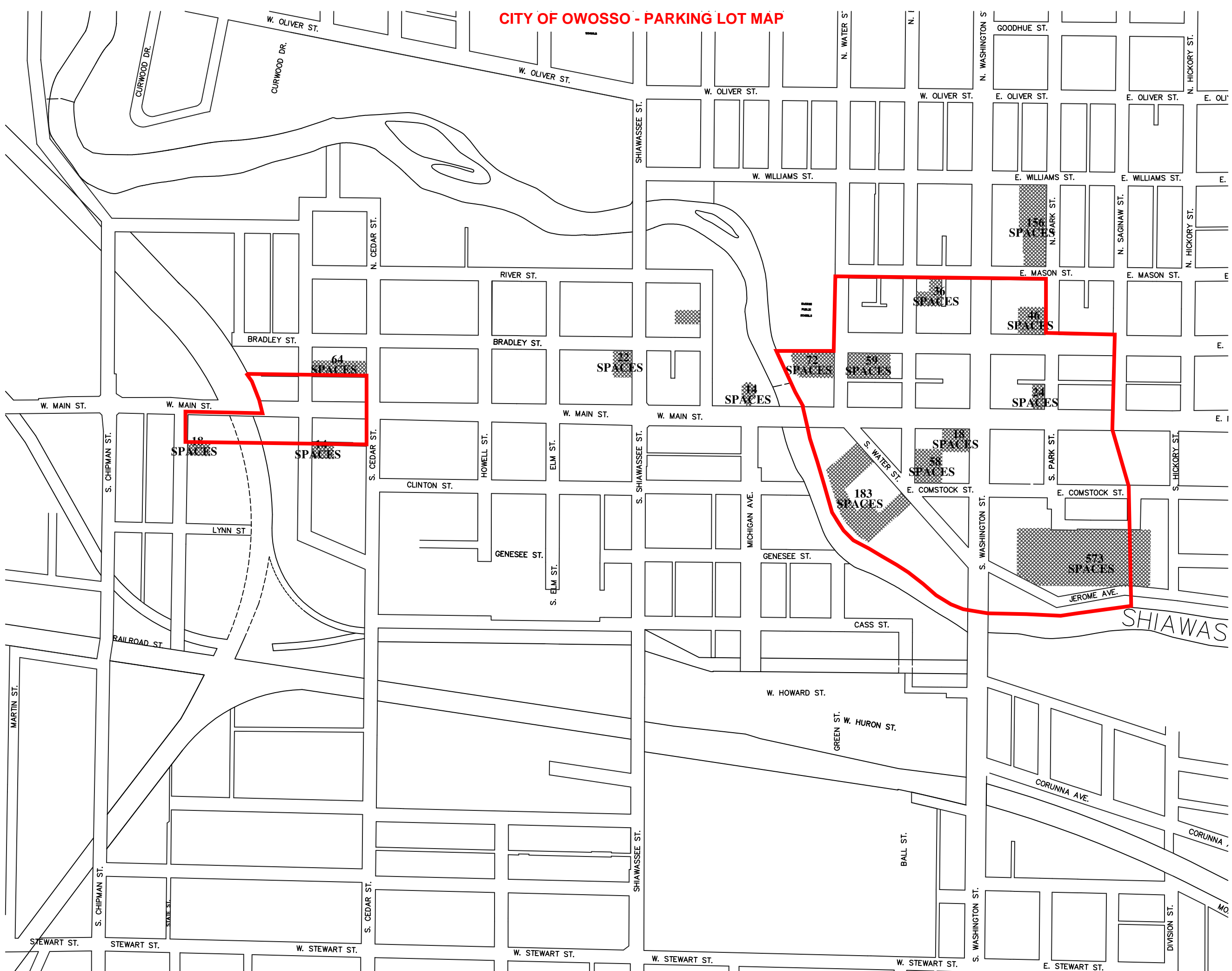
Date

LESSOR

City of Owosso

Date

CITY OF OWOSSO - PARKING LOT MAP



North



Citizen Participation Plan

City of Owosso

301 W. Main Street

Owosso, MI 48867

Adopted _____

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Participation Goals and Objectives

Owosso strives to involve the community in the decision making process and recognizes its citizenry as “key stakeholders” in the future development of the city. City staff draw on a variety of methods of communication and outreach in order to understand what our citizenry want and opine. Goals of our public participation process (P3) are outlined below.

Solicit public participation in each phase of planning processes. Throughout the multiple phases of a planning process, extensive participation components are, and will continue to be, incorporated to foster public participation. Proactive participation denotes early and continuous involvement in important policy or project decisions before they are finalized. There are many opportunities for the public to play a role in shaping short- and long-term needs, solutions, and funding priorities. The earlier the public is involved in the process, the greater the opportunity to influence important land - use decisions.

Effective and attentive communication with residents. The diverse characteristics and needs of residents require different communication and outreach techniques. Every resident has a voice and a say in the planning process, so the city must reach as many as possible. There are many techniques and mechanisms available to ensure that a diverse public is well-informed and able to play a role in the planning process. Recognizing that no single technique or mechanism will work in all cases, it is up to the municipality to consider the special communication needs of the public and use the best approaches to accomplish this objective. The city will utilize effective and equitable avenues for distributing information and receiving input.

Provide educational materials and design participation initiatives that will support and encourage active and effective participation. Effective participation in the decision-making process requires an understanding of land-use issues and the framework for making local investment decisions. Planning professionals and officials need to be well-versed in and employ visualization techniques that optimize public understanding of issues and concepts. Visualization techniques can be especially helpful with specific sites or areas of re-development.

Develop and maintain staff expertise in all aspects of participation. This includes techniques for bridging language, cultural, and economic differences that affect participation; ways to convey issues and information in meaningful ways to various cultural groups; and means for ensuring equitable representation for all segments of the population and sectors of the economy.

Support and encourage continuous improvement in the methods used to meet the public need for information and involvement. Public information and involvement methods are continually evolving. The municipality is committed to seeking new and innovative ways to engage and keep the public involved throughout the process.

Record results of public engagement and recount these results back to the public. To properly capture the concerns, priorities, and vision of the public, the municipality will develop a system to



track the various techniques and mechanisms of public input. To maintain transparency and consistency, the municipality will develop a method for sharing participation with the public.

State & Local Regulations

- Owosso City Charter
- Owosso City Code of Ordinances
- Michigan Open Meetings Act (PA 267 of 1976)
- Michigan Planning Enabling Act (PA 33 of 2008)
- Home Rule City Act (PA 279 of 1909)
- Brownfield Redevelopment Financing Act (PA 381 of 1996)
- Tax Increment Finance Authority Act (PA 450 of 1980)
- Obsolete Property Rehabilitation Act (PA 146 of 2000)
- Section 508 of the Housing and Community Development Act of 1974, as amended
- Title I of the Housing and Community Development Act of 1974, as amended
- National Historic Preservation Act of 1966, as amended
- Neighborhood Enterprise Zone (PA 147 of 1992)
- Other applicable local, state, and federal regulations



Key Stakeholders in the City of Owosso

In the city of Owosso, each project will be evaluated on an individual basis to ensure inclusion for all stakeholders in the community. Each will vary according to the project being reviewed. Possible key stakeholders include, but are not limited to:

- Local residents
- Neighboring jurisdictions
- Michigan Department of Transportation
- Michigan Department of Environmental Quality
- Michigan Economic Development Corporation
- Michigan Department of Natural Resources
- Municipal employees
- Emergency personnel
- Baker College
- Commercial business owners and their employees
- Memorial Healthcare
- Industrial facilities located in the city
- Neighborhood groups
- Board of Realtors
- Churches
- Schools
- Senior groups
- Community visitors and tourists
- Service clubs
- Citizen volunteer groups
- Shiawassee County Community Foundation
- Shiawassee Regional Chamber of Commerce
- Shiawassee Economic Development Partnership
- City's boards and commissions



Boards/Commissions	Members
Board of Review	5
Brownfield Redevelopment Authority/Local Development Finance Authority	9
Building Authority	3
Building Board of Appeals	5
City Council	7
Downtown Development Authority	9
Downtown Loan Committee	4
Downtown Historic District Commission	7
Employees Retirement System Board	7
Historical Commission	11
Parks and Recreation Commission	7
Planning Commission	9
Zoning Board of Appeals	7

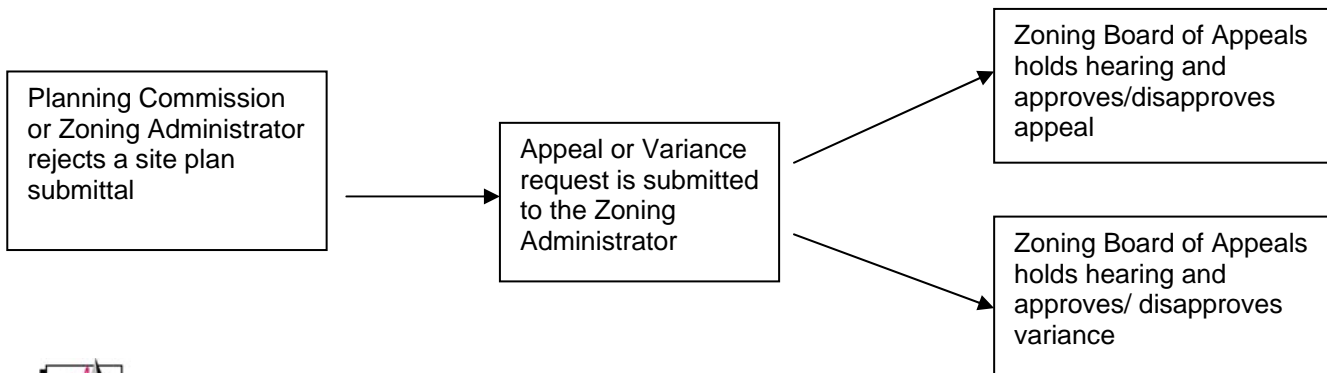
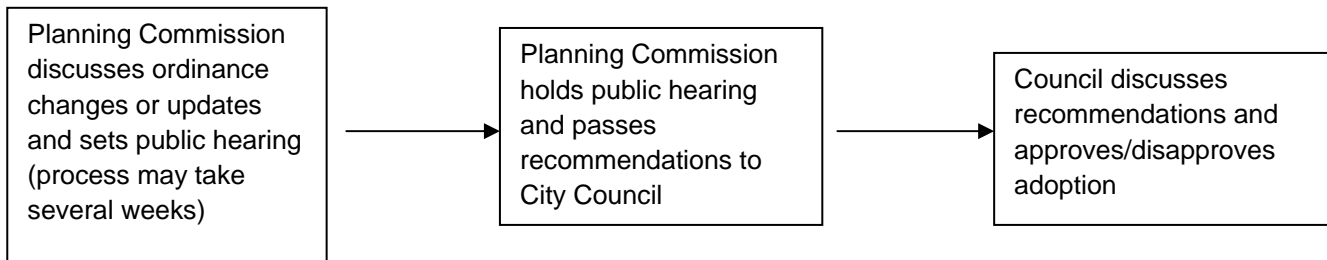
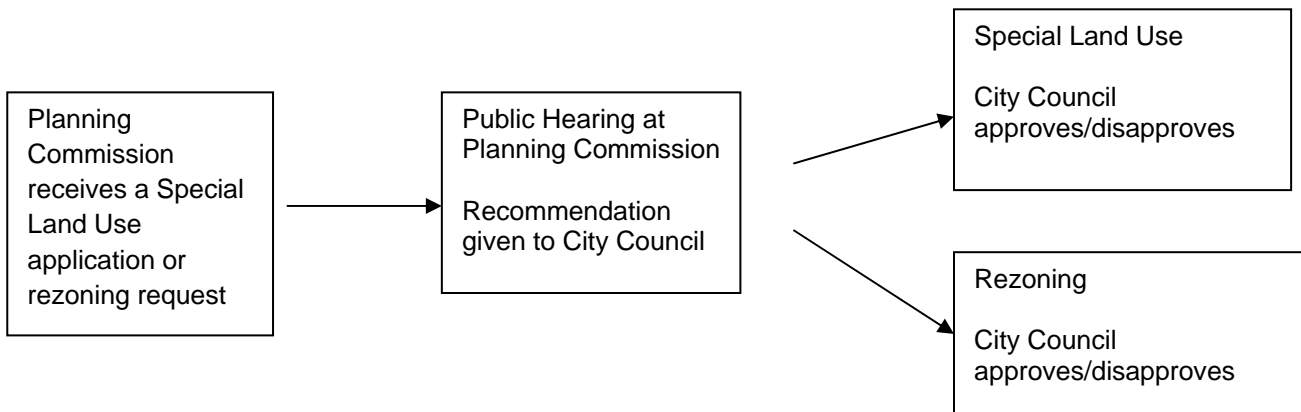
County-Wide Boards also supported

- Joint Trail Authority
- Mid-County Wastewater Treatment Plant Review Board
- Owosso Community Airport – Shiawassee Airport Board of Trustees
- Shiawassee Area Transportation Agency
- Shiawassee Council on Aging
- Shiawassee District Library



Processes for Development

There are various times in the planning process when the city council, the planning commission, and/or the zoning board of appeals request public input. These processes include public hearings for rezoning of land, development of the zoning or sign ordinances, the master plan, requested variances and special land uses. The flowchart below outlines the time limits for these processes:



Development Review Bodies

The city encourages citizen participation in local government planning and policy decisions. All residents are invited to apply for appointments to city boards and commissions. Vacant positions are advertised on the city's Website at www.ci.owosso.mi.us

City Council

Owosso's City Council is composed of seven members, the mayor and six representatives from the city. For many processes (excluding site plan and variances) council is the final approving body.

Planning Commission

The planning commission is a nine member body, including one member of city council. All full members are appointed by the Mayor for three year terms. Planning commissioners deal with development issues in the city such as rezoning, special land uses, and site plans. They are responsible for writing the zoning and sign ordinances and updating the city's master plan. Many of their recommendations go before council for final approval and adoption.

Zoning Board of Appeals (ZBA)

The zoning board of appeals has five full members, with two alternate members, including one member of planning commission and one member of city council. Each member is appointed by the Mayor for a three year term. When a resident of the city cannot meet the zoning or sign ordinance requirements, an application for variance is filed with this body.

There are many other boards and committee's throughout the city. Agendas along with dates and times of meetings can be found on the public meeting notice page of Owosso's website at www.ci.owosso.mi.us. Minutes for city council and the planning commission can also be found on the city website.

Open Meetings

All meetings of the city council, and its various boards and commissions, shall be open to the public in accordance with the "Open Meetings Act," PA 267 of 1976 as amended, except closed session meetings as provided for in the Act. Public notices for these meetings are posted on the website at www.ci.owosso.mi.us and hung at city hall (as required by the Act). The following processes require that neighbors within 300 feet of a property be personally notified:

- Rezoning of property
- Special land use
- Variance requests

Statutes require these processes be noticed in a newspaper of general distribution in the city as well as mailed to neighbors within 300 feet at least 15 days prior to the meeting. All meetings are held in a facility accessible to persons with disabilities, and the city provides and will provide reasonable accommodations. Individuals with disabilities requiring reasonable accommodations or services should contact the city clerk's office, 989-725-0500. The city shall also provide for the



reasonable needs of non-English speaking residents in the case of public hearings where a significant number of non-English speaking residents can be expected to participate.

The city shall provide for technical assistance to groups representative of persons of Low/Moderate Income (LMI) that requests such assistance in developing proposals with the level and type of assistance to be determined by the Unit of General Local Government (UGLG).

Interested persons are encouraged to contact the city clerk or to check the city's website at: www.ci.owosso.mi.us in order to be kept informed of any meeting schedule, agendas, variations, or location changes. Meeting agendas and packets are available on the city's website in advance of the meeting.

Methods for Community Participation

There are many situations in which the city will solicit public input for a plan or project. Public participation in the planning process not only satisfies political and public need, it also increases the likelihood of plan success by making a more durable document. When residents are involved in the plan process, they are more likely to stay involved afterwards by forwarding the vision and partaking in the action plan to better their community wish a sense of ownership. Broad engagement in the planning process also helps to prevent delays caused by unforeseen issues. Engagement efforts will vary depending upon the type, intensity, and location of a project or plan.

The following are methods that may be used to reach the appropriate level of public participation when taking action on land use or development applications. The city of Owosso will always attempt to use more than one tool or method, depending on the specific project and target audience. This list is flexible and can change based on each project's needs and circumstance.

Inform – provide information and assist public understanding

- ✓ **Website** – www.ci.owosso.mi.us announces meetings, posts packets and agendas, minutes, and sometimes will contain pages or links for topics of major interest.
- ✓ **Newspaper** – The Argus Press and Independent are the city of Owosso's newspaper outlets. The Argus is printed daily while the Independent is printed weekly.
- ✓ **Internet** – City council meetings are recorded and posted on the city website.
- ✓ **Printed postings** – Available for viewing at the city hall 1st floor lobby bulletin board.
- ✓ **Announcements** – Announcements during meetings of the city council, planning commission and other boards and commissions.
- ✓ **Postal mail** – Postal mailings to neighbors within 300 feet, according to statute.

Consult – obtain public feedback

- ✓ **Social Media** – The city currently uses Facebook to announce street closures, storm news, etc. and may also use Facebook to notify the community of meetings.



- ✓ **Surveys** – Utilizing online and paper surveys allows for the collection of large amounts of data and opinions from the public.
- ✓ **Public Hearings** – Public attendance at meetings is strongly supported and allows for an appropriate venue for public input.

Involve – work directly with public throughout the process

- ✓ **Open Houses** – In order to create two-way communication, the city will hold open house events for projects and initiatives as needed.
- ✓ **Community workshops** – Issues that require community feedback can benefit from a noticed workshop.
- ✓ **Charrettes** – Multiple day design charrettes and information gathering sessions allow a larger group of people to participate in the community engagement activity.

Collaborate – partner with public in decision making

- ✓ **Focus Groups** – Bringing together stakeholders to discuss and brainstorm decision making options.

Master Plan Update. The Master Plan is the visioning document for the city which future developments and policy are created from. Therefore, it is the most important planning process to get the broadest engagement and most public input. A variety of communication tools should be used with an effort to gain attention and involvement from the widest sample of residents, representative of the entire city.

At least two workshops or visioning forums should be held. Notice will be given to all residents when the planning process begins and when a draft plan has been created. A public forum will be held to review the draft document. Various other input methods should be used as well, including, but not limited to, web surveys, interactive mapping projects, electronic updates, or focus groups.

Zoning Ordinance Update. The zoning ordinance is the regulating document which helps forward the vision of the city as well as promote the public health, safety and general welfare. Since the document establishes comprehensive zoning regulations and provides for the administration, enforcement and amendment of those regulations, it is important that the public are informed of and can give input about updates. Zoning regulation is based off of the master plan and therefore doesn't need as extensive of an input process. However, informing and educating the public about updates or revisions of the ordinance is important. Traditional communications methods are most appropriate.

Downtown Development Plan. The downtown development plan is the guiding document for the vision and success of the downtown. Downtown development planning is integral to the success of a city and its economic development. Public input and engagement in this process is important. Education on topics, such as TIF financing, make this process easier as well as visioning



techniques that can help the public understand various planning concepts.

Owners can be useful in bridging any misunderstandings. Public visioning sessions, websites, interactive mapping, and focus groups can all be useful in creating the downtown development plan.

Parks and Recreation Plan. Workshops, focus groups, surveys, websites, and/or alternative methods are useful in recreation planning. The last update of the Owosso Parks and Recreation Plan had a public input process that included a community survey and multiple public meetings.

Low-Controversy Development Plan. Development plans require a review city staff. If the plan is low controversy, it may be approved administratively. If there are any questions, it may be forwarded to the planning commission for review and approval.

High-Controversy Development Plan. A high-controversy development plan will most likely require one or more focus groups of relevant residents, business owners, and/or organizational leaders. Proactive notification and timely education can prevent some controversy. Mailings, media, websites, and other methods can keep residents informed to prevent misinformation and misunderstanding. Public hearings can allow developers, residents and officials to work through development plans and solicit input.

Citizen Participation Plan Update. Like all documents, the city of Owosso understands that the citizen participation plan will need to be reviewed and updated on a routine basis. This plan will be updated as needed, at a minimum of every five years, in conjunction with the city's master plan. Updates to this plan will be drafted by staff, reviewed and recommended by planning commission, and approved through city council. At least one public hearing will be held during the process to gather community input and to generate new ideas.

Communicating Results

The city of Owosso will:

- Publicly communicate all results of community input on planning and development issues.
- Utilize one or more of the “Inform” methods to relay results back to the public.
- Provide for a formal written procedure that will accommodate a timely written response to written complaints and grievances, within 15 days where practicable.



Evaluation and Improvement

Continuous review of our public input processes is the only way that Owosso will remain a thriving and connected community. The residents are what make Owosso such a great community to live in. Their creativity and talent are irreplaceable in the planning processes of the community. Therefore, reflection on communication and involvement efforts is needed to verify that optimal methods are used. A communication event satisfaction survey will be used at each event (see appendix). Results can be analyzed by keeping records of participation, including the types of communication used, the quality and quantity of comments received, and the number of participants involved. The hired consultant or staff will be in charge of recording participation.

Each plan and project shall include a public participation review. The public participation review sample can be found in the appendix. Documentation will contribute to a public participation process that is continuously evolving to better obtain public input. To insure that methods are effective, the P3 will be reviewed annually and updated when necessary. Methods that have failed will not be removed from the P3, but will be reviewed and documented so that the same mistakes will not be made in the future.



Appendix

Community Event Satisfaction Survey

Community Event Satisfaction Survey

Event:

How did you hear about this event?

Was this event held at a convenient location and time? What time or location would have been more ideal?

Are you glad you came to the event? How would you improve it?



Internal Public Participation Evaluation

Internal Public Participation Evaluation

Type of public participation:

Date and Time:

How was the event advertised?

Where was the event held?

How many people attended? Was there a group under-represented? Over-represented?

Who facilitated the event?

How could the event have been improved?

