

Chapter 7 – Parking and Loading Standards

Table of Contents

Table of Contents	1
7.1 Purpose and Intent	2
7.2 Applicability	2
7.3 Loading Berths	2
7.4 Site Access and Circulation	2
7.5 Stacking Requirements for Drive-Through Facilities	2
7.6 Landscaping	3
7.7 Off-street Vehicle Parking	3
7.8 Heavy Truck Parking Standards	4
7.9 Bicycle Parking	5
7.11 Parking Ratios for Vehicles and Bicycles	6
7.12 Images	10

7.1 PURPOSE AND INTENT

The intent of this chapter is to promote public health, safety and welfare by requiring parking and loading facilities for uses to minimize conflict between vehicles and pedestrians.

7.2 APPLICABILITY

Parking spaces and loading berths conforming to the standards of this chapter must be provided for all land uses. Land uses located in the UB zoning district are exempt from the loading berth and off-street parking requirements of this chapter.

7.3 LOADING BERTHS

Off-street loading berths are subject to the following guidelines. Additional berths may also be required to serve the needs of the proposed business or industry. Loading berths are not required for businesses demonstrating they do not ship or receive large quantities of goods by truck delivery.

- A. Size. A loading berth must be at least 12 feet wide and 35 feet long and 14 feet high.
- B. Use Table.

Use	Gross Floor Area	Minimum Required Loading Berths
Business and professional offices, medical facilities, schools, hotels, clubs, and similar business	100,000 sq. ft.	1
Industrial Manufacturing and warehousing uses	40,000 sq. ft. or fraction thereof	1
Other business	(5,000-10,000 sq. ft.) or fraction thereof	1
	(10,001-25,000 sq. ft.) or fraction thereof	2

	Over 25,000 sq. ft.	2+1 additional loading berth for every 25,000 sq. ft. or fraction thereof
--	---------------------	---

- C. Space Allocated. Space used for loading berths cannot be used to satisfy parking space requirements.
- D. Location. Loading berths are prohibited on building facades facing public streets. They should be located on the rear of the building when possible.
- E. Non Drive-in Type Berths shall be designed with a minimum 60 foot concrete apron area immediately adjacent to the structure. Shall provide for a minimum total depth of 130 feet of clear area pavement (no parking included).

7.4 SITE ACCESS AND CIRCULATION

Proposed site access locations must provide safe and efficient movement of vehicles and pedestrians with enough stacking, so vehicles do not obstruct the right-of-way.

Circulation patterns must minimize conflicts between vehicular and pedestrian traffic and create safe and efficient movement of both in and around the site.

Site access approval by an agency other than the Town does not require the Plan Commission nor Administrator to approve the access point.

7.5 STACKING REQUIREMENTS FOR DRIVE-THROUGH FACILITIES

The following requirements apply to uses with drive-through facilities.

A. **General Requirements:**

Drive-through lanes and required stacking spaces must not interfere with parking space maneuvering aisles, parking drive aisles, loading spaces, internal site circulation, designated fire lanes or site access points.

Drive-through lanes and stacking spaces must be designed to prevent vehicles from stacking in the right-of-way ([see Figure 7-1](#)).

No stacking space may occupy any portion of a right-of-way.

A stacking space does not constitute a parking space.

All drive-through and stacking lanes must be delineated with pavement markings or otherwise distinctly delineated, as approved by the Administrator.

- B. A stacking space must be at least 8 feet wide and 20 feet long with direct forward access to a service window or station of a drive-through facility.
- C. A lane at least 8 feet wide lane parallel to a drive-through lane must be provided around the drive-through facility to allow vehicles to exit the drive-through lane and circumvent the stacking lane. This lane may be part of the site's overall circulation plan. If an applicant demonstrates strict compliance with this requirement is impracticable or would result in a less desirable site design, the Administrator may waive this requirement.
- D. Noted below are the minimum number of required stacking spaces, excluding the position at the service window or ordering station.
 - Fast food restaurant: 7 stacking spaces
 - Financial institutions, pharmacies, take-out and deli-style restaurant with drive-through: 3 stacking spaces per service window
 - All other facilities: 2 stacking spaces per service window

If an applicant demonstrates strict compliance with the minimum number of stacking spaces is impracticable or would result in a less desirable site design, the Administrator may approve a reduction of the stacking requirement. To make this determination, the Administrator may require the applicant to provide justification by a qualified traffic engineer that a reduction in the stacking requirements is appropriate for the proposed use given the use's proposed intensity or the site's context.

7.6 LANDSCAPING

Parking and loading areas must be screened in accordance with [Article 5.5 Parking Lot Landscaping](#).

7.7 OFF-STREET VEHICLE PARKING

Buildings or structures to be erected or substantially altered requiring off-street parking spaces must provide such spaces in accordance with these regulations.

- A. Required off-street parking facilities are solely for the parking of passenger vehicles of patrons, occupants, or employees during business hours.
- B. Parking spaces must be located on the same lot as the use served. Parking spaces within 500 feet walking distance of the main entrance to the use served may count toward the required parking.
- C. When calculating the number of required parking spaces, any fraction less than 0.5 may be disregarded and any fraction 0.5 or greater must be counted as 1 parking space.
- D. Off-street parking facilities for separate uses may be provided collectively if the total number of parking spaces provided is not less than the sum of the separate requirements of each use and the location requirements of the spaces are observed. No parking space can serve as the required space for more than 1 use unless otherwise authorized.
- E. The maximum provided parking may be increased up to 150% of the maximum, subject to the provision of additional landscaping through 1 of 2 options:
 1. Option 1: Consistent with the requirements of Section 5.3(E) of the UDO, the provided landscaping trees must increase 1 inch in caliper if deciduous trees, or 2 feet in height at time of planting if evergreen while the provided shrubs shall double in size based on planting requirements at the small shrub size.
 2. Option 2: Landscape island area and planting totals shall increase by 50% for every additional 25% the parking maximum is exceeded.

GENERAL
PROVISIONS

DISTRICTS

SPECIFIC
USESDESIGN
STANDARDS

LANDSCAPE

LIGHTING

PARKING

SIGNS

SUBDIVISION

ADMIN

PROCESS

DEFINITIONS

F. Groups of users requiring parking spaces may create a shared parking facility if all the criteria below are met. Approval by the Plan Commission or Administrator is required.

1. Off-site, off-street parking facilities are within 500 feet of the property.
2. The shared parking spaces provide at least 70% of the cumulative minimum off-street parking spaces required for each use.
3. A written reciprocal parking agreement or similar document with a minimum duration of 20 years, signed by all property owners involved is required. It must include provisions for: easements (if applicable), maintenance, snow removal, ownership, and liability. The agreement must be recorded in the County Recorder's office with a copy provided to the Department. When the reciprocal parking agreement expires or terminates, the uses for which the parking was provided are considered non-conforming. Continuation or expansion of the uses is prohibited unless the use is brought into compliance with the parking regulations of this chapter.

F. Off-street parking spaces must be at least 9 feet wide and 18 feet long with a vertical clearance of 7 feet. Parallel parking spaces must be at least 8 feet wide and 22 feet long. Parking spaces are exclusive of access drives, aisles, ramps, columns, and work area.

G. Each required parking space must open directly upon an aisle or drive providing safe and efficient access to the parking space. Parking spaces cannot open directly upon a lane or stacking space designated to serve a drive-through.

H. Tandem Parking Spaces: Off-Street parking spaces for multi-family uses may utilize tandem parking spaces. A tandem parking space is a parking space provided in front of a garage which is reserved for use by the person renting the garage.

I. The minimum aisle width for angled parking must be as follows:

Angle of Parking Space	Minimum Aisle Width
45 degree	14 feet
60 degree	18 feet
90 degree	22 feet

([see Figure 7-2](#))

J. Surfacing and Curbs:

1. Public parking facilities and loading berths must be paved with a hard, dust-proof surface in accordance with the Town's construction standards. If approved, temporary parking is permitted in accordance with UDO Section 3.2 C.
2. A stormwater system, designed in accordance with applicable Town standards, must be installed for all parking facilities.
3. Curbs and gutters built per the Town's construction standards are required around the perimeter of all parking facilities and landscape islands within the parking facilities.
4. The Administrator may provide a waiver to these requirements if the best management practices of the stormwater system recommend against installing curbing or alternative surfacing (for example, to allow bioswales and porous paving).

K. Pavement markings and traffic control devices must conform to the requirements of the Indiana Manual of Uniform Traffic Control Devices, latest revision.

L. Lights must be installed to adequately illuminate the parking facility. Lights must be shielded to minimize glare onto adjacent property and meet the requirements of [CHAPTER 6 - LIGHTING STANDARDS](#).

7.8 HEAVY TRUCK PARKING STANDARDS

The following standards apply for the circulation and parking of heavy trucks, semi-trucks, buses, and similar vehicles with two or more rear axles:

- A. Heavy truck parking spaces must be at least 12 feet wide and 55 feet long, unless administratively waived. Parking spaces are exclusive of access drives, aisles, ramps, columns, and work area.

- B. The site design must allow heavy trucks to enter and leave the site without backing onto the right-of-way.
- C. Heavy truck parking facilities must be at least 10 feet from the front lot line or street side lot line.
- D. Heavy truck parking and circulation areas must be paved with a hard, dust-proof surface in accordance with the Town's Construction Standards.
- E. A stormwater system, designed in accordance with applicable Town standards, must be installed for all parking facilities.
- F. Where a heavy truck parking facility is located within 50 feet of any lot line with street frontage a 6 foot high decorative wall the full length of the lot line is required. The wall does not need to be provided at entrances and exits and where the principal building is constructed within 50 feet of the lot line.
- G. Lights must provide adequate illumination over the parking facility during business hours and minimum-security illumination during nonbusiness hours. Lights must be shielded to minimize glare onto adjacent property and meet the requirements of [CHAPTER 6 - LIGHTING STANDARDS](#).

7.9 BICYCLE PARKING

The purpose of this article to provide adequate and safe facilities for the storage of bicycles. This article applies to all new development and/or building expansions requiring development plan approval or an improvement location permit.

- A. The minimum number of bicycle parking spaces to be provided is shown on the [Parking Requirements Table](#). It shall not be less than 1 regardless of size of building or quantity of parking spaces and shall not be required to be more than 15.
- B. Bicycle parking spaces must be at least 2.5 feet in width and 6 feet in length, with a minimum vertical clearance of 7 feet.
- C. Bicycle parking spaces must be located within 50 feet of the main entryway into the principal building or be located inside the principal building.

- D. A bicycle rack must be secured to the ground or wall on a hard, dustless surface and allow for the bicycle to be chained and locked.
- E. Permitted bicycle rack types include: Inverted U Racks, A racks, O-circle racks, Post & Loop. Prohibited bicycle rack types include: wave, comb, and toast racks. See Section 7.12(Images) for examples. Schools may be exempted from the restrictions on type of rack and can use any type.
- F. Bicycle parking facilities must not obstruct an adjacent sidewalk, path, or pedestrian way.
- G. The Plan Commission or Administrator may exempt certain uses from this article when it is demonstrated the use is not a destination the general public travels to by bicycle (e.g., daycare centers, warehousing and distribution, car washes, and other auto-oriented uses).

7.10 Electric Vehicle Parking Standards

Electric vehicle charging spaces are those marked parking spaces equipped with an electric vehicle charging station. The provision of electric vehicle charging spaces shall comply with the following requirements:

- A. Electric Vehicle (EV) only parking spaces shall count toward the minimum parking requirements as outlined in Section 7.11(G) of the UDO and shall be allowed as accessory use in all zoning districts.
- B. For each provided electric vehicle charging space shall be posted with information indicating the space is for electric vehicle charging purposes.
- C. Electric vehicle charging spaces shall comply with all other applicable off-street parking design standards and landscaping standards.
- D. Electric vehicle charging stations and related equipment, for both required and non-required spaces, shall meet the following requirements:
 - a. Electric vehicle charging stations shall be considered incidental structures consistent with Section 4.1 of the UDO.

GENERAL
PROVISIONS

DISTRICTS

SPECIFIC
USESDESIGN
STANDARDS

LANDSCAPE

LIGHTING

PARKING

SIGNS

SUBDIVISION

ADMIN

PROCESS

DEFINITIONS

- b. Charging station associated equipment and structures, including transformers commonly supporting type III chargers as well as canopies, shall be considered accessory structures and shall be subject to the accessory structure provisions of this Ordinance. Where an electric vehicle fueling station or a parking lot is the primary use on a property, any associated canopies shall be considered primary structures.

- E. No ILP is required for Installation of Level 1 or Level 2 EV charging stations if no alteration of on-site parking circulation or a reduction in the overall parking availability occurs.

Before installation of any EV charging stations, the Building Department must be contacted to confirm any required permits through their office. If work is being done in the right-of-way the Engineering Department must be contacted to obtain any relevant parking.

7.11 PARKING RATIOS FOR VEHICLES AND BICYCLES

- A. Off-street vehicular parking spaces and bicycle parking spaces must be provided within the minimum and maximum rates indicated on the Parking Requirements Table below. The maximum spaces allowed do not include accessible spaces required by the Americans with Disabilities Act. Parking requirements may be met by providing on-site parking spaces or providing off-site parking spaces in a shared parking facility or a combination of the two.
- B. The required number of off-street parking spaces may be reduced by one stall for

every two bicycle parking spaces provided above those otherwise required by Table 7.11G., up to a maximum of ten (10) percent rounded down to the nearest whole number.

- C. The Administrator determines the parking requirement for uses not listed on the Permitted Use Table. The applicant must provide information including, but not be limited to:
- Types of use,
 - Number of employees by use,
 - Building design capacity,
 - Square feet of sales area and service area,
 - Parking spaces provided on-site,
 - Parking spaces provided elsewhere, and
 - Hours of operation.
- D. Where the application identifies multiple uses on the premises, the minimum standards apply to each use. Shared parking provisions may allow a reduced number of parking spaces when the uses need parking at different times (See [Section 7.7.E – Shared Parking](#)).
- E. The minimum number of required off-street parking spaces is reduced by the number of on-street parking spaces abutting the property lines of the lot or parcel.
- F. For the purposes of parking calculations, the gross area of any parking garage within a building is not included in the gross floor area of the building.
- G. Parking is not required for accessory uses unless specifically stated on the Permitted Use Table or in an applicable use limitation.

H. Parking Requirements Table

RESIDENTIAL PRIMARY USES				Vehicle Min	Vehicle Max	Bicycle Min
Household Living						
Dwelling, Multifamily				1.25/unit	2.25/unit	1/5 units
Dwelling, Single Family Detached				2.0/unit	No max	No requirement
Dwelling, Single Family Attached				1.25/unit	4.0/unit	No requirement
Dwelling, Two Family				1.25/unit	4.0/unit	No requirement
Dwelling, Townhome				1.25/unit	4.0/unit	No requirement
Live/Work Dwelling				1.25/unit	2.0/unit	1/5 units
Mobile Home Park				1.5/unit	4.0/unit	1/5 units
Group Living						
Assisted Living				0.75/unit	2.0/unit	1/30 vehicle stalls up to 15
Fraternity, Sorority, Student Housing				1.25/unit	2.0/unit	1/5 units
Group Residential Facility				0.75/unit	1.5/unit	1/30 vehicle stalls up to 15
Nursing Home, Hospice				0.75/unit	2.0/unit	1/30 vehicle stalls up to 15
CIVIC, PUBLIC & INSTITUTIONAL PRIMARY USES				Vehicle Min	Vehicle Max	Bicycle Min
Basic Utilities						
All Types				0.5/1,000 of GFA	1/1,000 of GFA	No requirement
Community/Public Service						
Community Center				0.2/1,000 of GFA	5/1,000 of GFA	1/10,000 of GFA
Correctional Institution				0.5/1,000 of GFA	1/1,000 of GFA	1/30 vehicle stalls up to 15
Day Care Center				1/1,000 of GFA	1.5/1,000 of GFA	1/10,000 of GFA
Fairgrounds				No requirement	No requirement	1/30 vehicle stalls up to 15
Hospital				1/4 beds + 1 per 3 employees	1/2 beds + 1 per employee at largest shift	1/30 vehicle stalls up to 15
Municipal & Government Buildings				1/1,000 of GFA	1.75/1,000 of GFA	1/10,000 of GFA
Cultural/Special Purpose/Public Parks & Open Space						
Cemetery				1/1,000 of GFA	2/1,000 of GFA	1/10,000 of GFA
Libraries				1/1,000 of GFA	1.75/1,000 of GFA	1/10,000 of GFA
Museum				1/1,000 of GFA	1.75/1,000 of GFA	1/10,000 of GFA
Publicly Owned Park or Recreational Facility				No requirement	No requirement	1/30 vehicle stalls up to 15
Education						
Colleges & Universities				1 per 4 students by design capacity	1 per 2 students by design capacity	1/30 vehicle stalls up to 15
Elementary Schools				3 per classroom	3 per classroom plus 1 per 3 seats in largest assembly space	1/30 vehicle stalls up to 15

GENERAL PROVISIONS				
DISTRICTS	Secondary Schools	1 per 10 students at design capacity plus 1 per 3 persons in largest assembly area.	1 per 6 students at design capacity plus 1 per on-site employee during peak staffing hours or 1 per 3 persons in largest assembly area, whichever is greater.	1/30 vehicle stalls up to 15
SPECIFIC USES	Trade or Business School	1 per 4 students at design capacity	1 per 2 students at design capacity	1/30 vehicle stalls up to 15
DESIGN STANDARDS	Public & Religious Assembly			
	All Types	1/4 permanent seats	1/2 seats	1/30 vehicle stalls up to 15
LANDSCAPE	COMMERCIAL SALES, SERVICES, AND REPAIR PRIMARY USES			
		Vehicle Min	Vehicle Max	Bicycle Min
LIGHTING	Adult Business			
	All Types	2.5/1,000 of GFA	4/1,000 of GFA	1/20,000 of GFA
PARKING	Arts, Recreation & Entertainment			
	Indoor – Art Studio	0.3/1,000 of GFA	1/1,000 of GFA	1/20,000 of GFA
	Indoor – All Others	2.5/1,000 of GFA	4/1,000 of GFA	1/20,000 of GFA
	Arts, Recreation & Entertainment -Outdoor	2.5/1,000 of GFA	4/1,000 of GFA	1/20,000 of GFA
SIGNS	Sports and/or Entertainment Arena or Stadium	1/1,000 of GFA	2/1,000 of GFA	1/20,000 of GFA
	Parking of Vehicles			
SUBDIVISION	All Types	No requirement	No requirement	No requirement
	Eating & Drinking Establishments			
ADMIN	All Types	1/4 seats or 1 per employee at largest shift, whichever is greater.	1/2 seats +1 per employee at largest shift	1/5,000 of GFA
	Lodging Accommodations			
PROCESS	All Types	1/guest room	1.5/guest room	1/20,000 of GFA
	Office			
DEFINITIONS	General Office Uses	2/1,000 of GFA	4/1,000 of GFA	1/20,000 of GFA
	Medical Office	2/exam room	4/exam room	1/20,000 of GFA
	Retail Sales, Service & Repair			
	Animal Sales and Services, Household Pets	2.5/1,000 of GFA	4/1,000 of GFA	1/20,000 of GFA
	Animal Sales and Services, All Others	1.5/1,000 of GFA	2.5/1,000 of GFA	No requirement
	Food Sales or Market	2.5/1,000 of GFA	4/1,000 of GFA	1/20,000 of GFA
	Kennel, All Types	1.5/1,000 of GFA	2.5/1,000 of GFA	No requirement
	Pawn Shop	2.5/1,000 of GFA	4/1,000 of GFA	1/20,000 of GFA
	Retail Sales, Service & Repair	2.5/1,000 of GFA	4/1,000 of GFA	1/20,000 of GFA
	Shopping Center *If Restaurant Uses are anticipated, increase provided parking by 20%.	2/1,000 of GFA	4/1,000 of GFA	1/20,000 of GFA

Vehicle/Equipment Sales, Service & Repair

Service Station, Local	3.5/1,000 of GFA; parking spaces at pumps may be in- cluded in count up to 75% of re- quired	No requirement	1/30 vehicle stalls up to 15
All Other Types	0.5/1,000 of GFA	1/1,000 of GFA	1/30 vehicle stalls up to 15

**INDUSTRIAL, MANUFACTURING, AND WHOLESALE
PRIMARY USES****Vehicle Min****Vehicle Max****Bicycle Min****Communications & Information**

Antennas Not Attached to a Tower	No requirement	No requirement	No requirement
Communication Services	0.5/1,000 of GFA	1/1,000 of GFA	No requirement
Telecommunication Towers	No requirement	No requirement	No requirement
Telecommunication Facilities – All Others	No requirement	No requirement	No requirement

Industrial Services

All Types	0.5/1,000 of GFA	1/1,000 of GFA	No requirement
-----------	------------------	----------------	----------------

**Manufacturing & Extraction and Energy Produc-
ing Systems**

All Types	0.5/1,000 of GFA	1/1,000 of GFA	No requirement
-----------	------------------	----------------	----------------

**Mining & Extraction and Energy Producing Sys-
tems**

All Types	No requirement	No requirement	No requirement
-----------	----------------	----------------	----------------

Transportation Facilities

Terminal Station/Service Facility for Passenger System	0.5/1,000 of GFA	1/1,000 of GFA	1/30 vehicle stalls up to 15
--	------------------	----------------	---------------------------------

Waste Related Services

All Types	No requirement	No requirement	No requirement
-----------	----------------	----------------	----------------

Wholesale Storage, Warehouse & Distribution

Automobile Towing Service Storage Yard	All Types	All Types	All Types
Mini-Storage Facility	0.1/1,000 of GFA	0.3/1,000 of GFA	No requirement
Wholesale Trade or Storage/Distribution Cen- ter	0.25/1,000 of GFA	1/1,000 of GFA	1/30 vehicle stalls up to 15
Vehicle Storage, Commercial	0.5/1,000 of GFA	1/1,000 of GFA	No requirement

AGRICULTURE PRIMARY USES**Vehicle Min****Vehicle Max****Bicycle Min**

Garden, Urban	0.5/1,000 of GFA	1/1,000 of GFA	No requirement
Sale Barn for Livestock	0.5/1,000 of GFA	1/1,000 of GFA	No requirement
Slaughterhouse	0.5/1,000 of GFA	2/1,000 of GFA	No requirement
All Others	All Types	All Types	No requirement

7.12 IMAGES

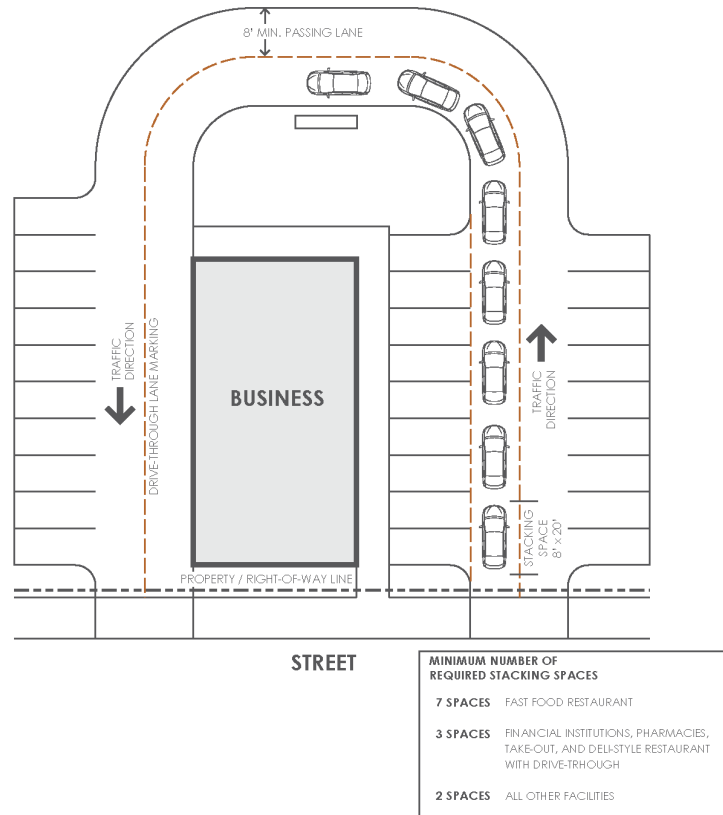


Figure 7-1: Stacking Requirements

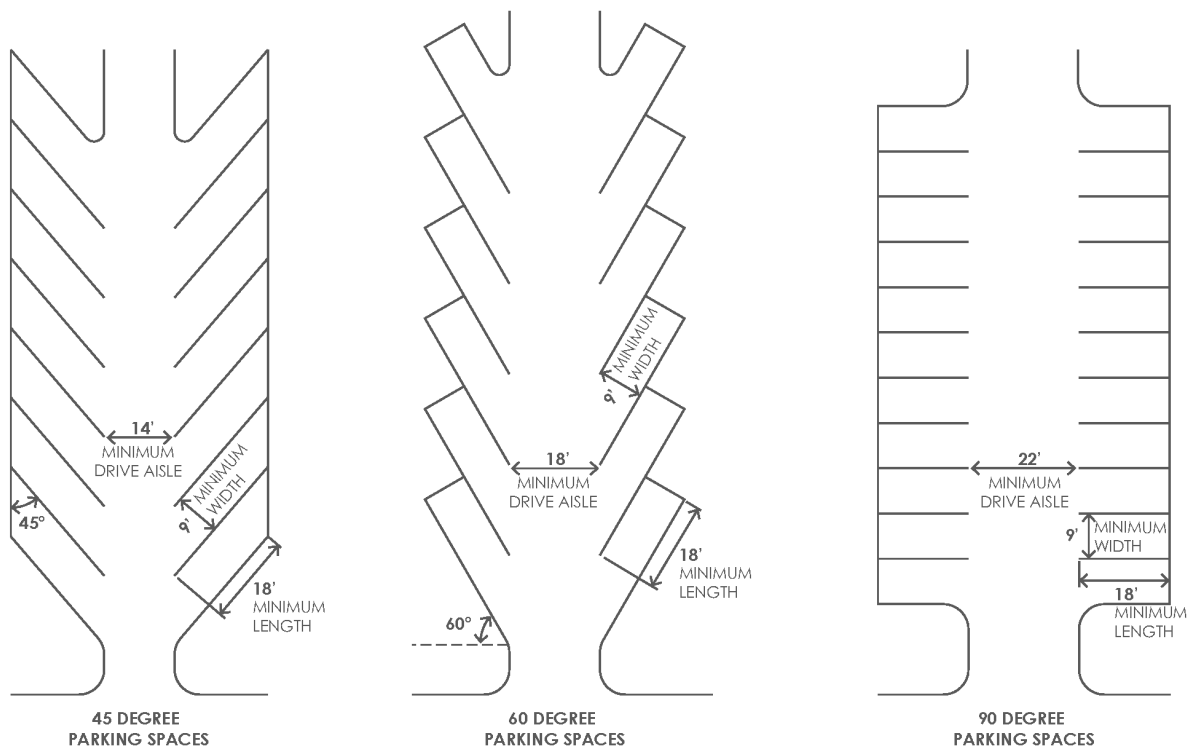
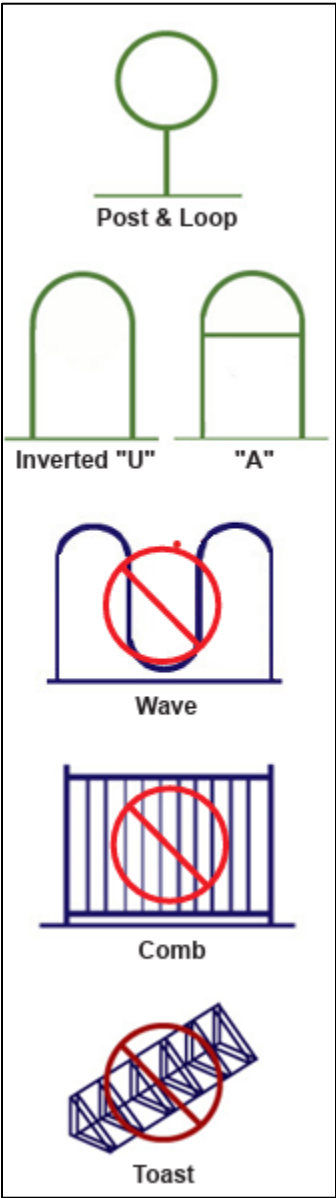


Figure 7-2: Dimensions for Parking



GENERAL
PROVISIONS

DISTRICTS

SPECIFIC
USES

DESIGN
STANDARDS

LANDSCAPE

LIGHTING

PARKING

SIGNS

SUBDIVISION

ADMIN

PROCESS

DEFINITIONS