

REPORT OF CITY PLAN COMMISSION

November 4, 2013 – 6:00 PM
Lincoln Center – 1519 Water Street

PRESENT: Mayor Andrew Halverson, Alderperson Jerry Moore, Commissioner Anna Haines, and Commissioner Garry Curless (Excused Commissioner Tony Patton and Commissioner Dave Cooper).

ALSO PRESENT: Community Development Director Michael Ostrowski, Economic Development Specialist Kyle Kearns, Comptroller Corey Ladick, Airport Manager Jason Draheim, Alderperson Doxtator, Alderperson Mary Stroik, Alderperson Randy Stroik, Alderperson Phillips, Nate Envald, Matt Rettler, Bob Fisch, Chris Jones, Dan Hoppe, Sarah Wallace, Reid Rocheleau, and Barb Jacob.

INDEX:

1. Report of the October 7, 2013 Plan Commission meeting.
2. Request from Matt Rettler for a conditional use permit amendment to construct an approximate 4,320 square foot airplane hangar at the **City of Stevens Point Municipal Airport, 4401-4501 Highway 66 (Parcel ID 2408-23-2300-01)**, along with waiving the parking requirements.
3. Review and recommendation on subleasing the property located at **1101 Centerpoint Drive (Parcel ID 2408-32-2029-61)** and the adjacent property (portions of Parcel IDs 2408-32-2029-65 and 2408-32-2029-66) from the Community Development Authority of the City of Stevens Point to Great Lakes Education Loan Services, Inc.
4. Amending Chapter 23 (Zoning Code) of the Revised Municipal Code to adjust parking standards (Section 23.01(14)).
5. Adjourn.

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1. Report of the October 7, 2013 Plan Commission meeting.

Motion by Alderperson Moore to approve the report of the October 7, 2013 meeting; seconded by Commissioner Curless. Motion carried 4-0.

2. Request from Matt Rettler for a conditional use permit amendment to construct an approximate 4,320 square foot airplane hangar at the **City of Stevens Point Municipal Airport, 4401-4501 Highway 66 (Parcel ID 2408-23-2300-01)**, along with waiving the parking requirements.

Director Ostrowski explained this is an accessory use to an already conditional use at the Stevens Point Municipal Airport, and any buildings constructed on municipal lands require Plan Commission review . Staff recommends approval with the conditions outlined in the staff report.

Commissioner Haines asked if this is for planes only and no storage of fuel, to which Mayor Halverson stated in terms of fuel storage, the City maintains control of fuel, and does not allow for any other storage of fuel in hangers.

Jason Draheim, Airport Manager, stated the FFA mandates that any hazmat or hazardous materials on airfield property be properly stored and marked outside of hangers. If there were hazardous materials stored inside, it would be a low volume of some fuel, from the aircraft.

Motion by Commissioner Curless to approve the conditional use to construct an approximate 4,320 square foot airplane hangar at the City of Stevens Point Municipal Airport, 4401-4501 Highway 66 (Parcel ID 2408-23-2300-01), along with waiving the parking requirements, with the following conditions:

- **All applicable building permits shall be obtained.**
- **Approvals and or permits from the FAA and any other agencies shall be obtained.**
- **Parking requirements shall be waived.**

Seconded by Commissioner Haines. Motion carried 4-0.

3. Review and recommendation on subleasing the property located at **1101 Centerpoint Drive (Parcel ID 2408-32-2029-61)** and the adjacent property (portions of Parcel IDs 2408-32-2029-65 and 2408-32-2029-66) from the Community Development Authority of the City of Stevens Point to Great Lakes Education Loan Services, Inc.

Director Ostrowski explained the Community Development Authority is the lessee of the former Dunham's building at 1101 Centerpoint Drive and has the opportunity to sublease the building to Great Lakes Educational Loan Services. Furthermore, Director Ostrowski explained the principles of the agreement which are outlined within the staff report. Clarification was given in regards to the redevelopment surcharge for which Common Council approved and included the authorization of \$500,000 to be granted to the CDA in turn would be given to Great Lakes to make tenant improvements to the building. Great Lakes Education Loan Services, Inc. would then payback the principal and interest payments on the borrowed \$500,000 from years two through seven. Director Ostrowski continued identifying minor changes to the lease relating to; taxes being paid in the event the property ever becomes subject to them (sec. 1.9 & 1.17); a total of 71 public parking stalls to be maintained free for use of Great Lakes shall they ever become metered (sec. 5.3); notice requirements for entering the property (sec. 6.2); final lease payments (sec.4.1), and finally, the addition of exhibits. Mayor Halverson added that at a minimum the parking that is provided is proper as well as the lot due east which contains more than 71 parking spaces, to which Director Ostrowski clarified there are about 103 spaces to the north and east of the Dunham's.

Commissioner Curless asked if we agree to this lease, the city can still sell the building as long as the buyer honors the lease, to which Director Ostrowski answered yes. Furthermore, Commissioner Curless clarified Great Lakes Education Loan Services, Inc. would be taking care of all expenses, to which Director Ostrowski answered yes.

Barb Jacob, 1616 Depot Street, questions if the city would be paying for communications to which Director Ostrowski explained the CDA would only be paying for the fiber optic cable. Ms. Jacob feels this is a good deal and is in favor of the agreement.

Motion by Alderperson Moore to approve the recommendation on subleasing the property located at 1101 Centerpoint Drive (Parcel ID 2408-32-2029-61) and the adjacent property (portions of Parcel IDs 2408-32-2029-65 and 2408-32-2029-66) from the Community Development Authority of the City of Stevens Point to Great Lakes Education Loan Services, Inc.; seconded by Commissioner Curless.

Motion carried 4-0.

4. Amending Chapter 23 (Zoning Code) of the Revised Municipal Code to adjust parking standards (Section 23.01(14)).

Director Ostrowski explained the City Engineer was only able to review the amendment most recently, and therefore, a few changes have been made to the document (those changes are attached to these minutes). Furthermore, director Ostrowski identified major changes from the old parking standards, which include the following; parking ratio minimum requirements for residential changed from occupants to units; retail parking standards from 1 space per 200 square feet to 1 space per 300 square feet; industrial standards requiring 1 space / 500 square feet for office space, and 4,000 for interior storage/warehouse space. He continued stating a section allowing parking reductions was added, allowing the ability to reduce some parking based off of location to bus/transit locations, creation of a structured car sharing program, and the preservation of trees over 24 inches in diameter. Additionally, geometric standards were added, the addition of parking pods and landscaping requirements. Moreover, tree and shrubs specifications are somewhat similar. In addition, most of the setback requirements have stayed the same, except for B-2 and B-3 districts which changed from three feet to five feet due to the difficulty of trying to get landscaping to grow. Bicycle parking was added, requiring a certain number of bicycle spaces to be provided per vehicular spaces. Maximum requirements on general parking were added, offering the ability to exceed the maximum if an alternative parking plan or pervious pavement is provided. Lastly, Director Ostrowski described a section for constrained sites that gives the administrator the ability to approve modified parking and landscape standards if reconstruction cannot occur meeting the requirements due to unique factors.

Commissioner Curless asked if the City had a committee that came up with these, to which Director Ostrowski answered this was done by staff, as the zoning re-write process is taking longer than anticipated due to limited staff. Furthermore, certain sections of the code that need to be addressed are being reviewed individually by staff when time permits. Mr. Curless added that Madison has several stalls designated just for motorcycles.

Commissioner Haines asked about the alternative parking plan and the requirement stating plans must be submitted by a registered engineer with transportation expertise. Her concern is how expertise would be determined. Director Ostrowski answered that backgrounds and reputation can be reviewed, or the language can be omitted from the code. Furthermore, he stated the section is warranted because there are times were the current parking requirements do not meet the demand of the business. This section would allow the option for developers to receive a modification. Mayor Halverson added he is in favor of keeping the section within the code. Commissioner Haines asked that the “transportation expertise “be omitted from the code.

Aldersperson Moore asked for clarification of what is GFA, to which Director Ostrowski explained it is an acronym for gross floor area. Aldersperson Moore then asked if GFA could be written out throughout the code for the general public to interpret.

Mayor Halverson stated he understands what is meant by Administrator, but would like to see “City Engineer or Director of Public Works” added to many sections throughout the ordinance.

Commissioner Haines pointed out a correction to the numbering on page 16 and asked about the Driveways and Mixed Uses heading with nothing under it. Director Ostrowski explained the formatting will be fixed. Commissioner Haines added she likes the bicycle parking added to the code.

Aldersperson Phillips asked if the constrained sites section would permit the schools to construct parking lots on the smaller residential lots that have been purchased around the schools. Director Ostrowski stated he

would look at the size of that lot in question, but this section is really meant for existing lots that need to be reconstructed and are unable to meet the parking and landscaping requirements.

Bob Fisch, 1033 Smith Street, stated the code was vague regarding the meaning of high quality bike parking. Additional language specific to the installation of bike racks and minimum spacing should be added, as well as distance from entrances should be shortened. He asked for preferred bike parking language to be used from the Association of Pedestrian and Bicycle Professionals that has published a set of parking guidelines. He also has a concern for snow removal and the diligence of removal in the bike parking areas.

Commissioners Haines and Curless stated they liked the suggestions given by Mr. Fisch, and would like to add those requests to any motion made. Director Ostrowski stated the bike parking guidelines from the bike parking guidelines document could be reference in the ordinance.

Mayor Halverson asked for the reasoning why a 200 foot distance from the bike parking to the entrance was chosen. Director Ostrowski stated 200 feet is typically the distance that can be covered in under a minute walk, but explained the distance can match that of the referenced guidelines at 120 feet.

Commissioner Haines asked if this was just for new mixed use building types, to which Director Ostrowski stated it is also for non-residential development. She then asked if this would apply to Great Lakes Education Loan Services, Inc., to which Director Ostrowski answered no, because they would not be doing any parking lot improvements. Mayor Halverson added they may install bike parking similar to their headquarters in Madison.

Aldersperson Moore stated he would be more comfortable if the requested updates and revisions discussed by the Commission were made by staff upon which the ordinance would then be returned to the Commission for final review at an upcoming Plan Commission meeting.

Motion by Aldersperson Moore to postpone action on amending the parking standards until the December Plan Commission meeting to allow staff to perform revisions and updates to the ordinance recommended by the Commission; seconded by Commissioner Curless. Motion carried 4-0.

5. Adjourn.

Meeting Adjourned 6:33 PM.

14) Parking Standards

a) Applicability

- 1) Unless specifically exempted in this Zoning Code, all existing and proposed development shall provide parking facilities and manage access in accordance with this Zoning Code.
- 2) With the exception of restriping a parking area or other vehicular use area which does not result in a reconfiguration of the parking spaces, any modification to existing parking facilities shall conform to the requirements of this Zoning Code.
- 3) Buildings and uses lawfully existing as of the effective date of this Zoning Code may be renovated or repaired without providing additional parking facilities, provided there is no increase in gross floor area or change in use of existing floor area that would increase parking demand.
- 4) Where a building or use existed as of the effective date of this Zoning Code, and the building or use is enlarged in gross floor area or impervious area by 10 percent or 2,000 square feet, whichever is less, parking as specified in this Zoning Code shall be required for the enlarged area. The addition of an accessory building or structure shall be considered an enlargement of the building or use.
- 5) A change in use of a building or use existing as of the effective date of this Zoning Code shall require additional parking facilities to comply with the requirements of this Zoning Code for the new use unless the new use has the same parking requirement or a lesser requirement than the previous one.

b) General Provisions

1) Parking Required

No use shall provide less than the minimum number of parking spaces required under this Zoning Code. At the discretion of the property owner or occupier, a fee may be charged for required parking.

2) Location of Parking Spaces

Unless otherwise approved in an alternative parking plan under 23.01(14)(h) Alternative Parking Plan, parking spaces shall be located as set forth below.

a) Residential Zoning Districts

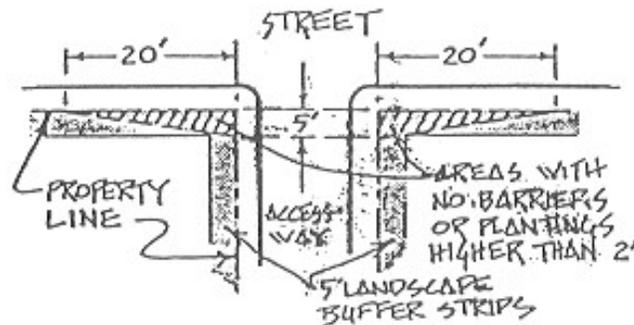
- i. Required parking spaces shall be located on the same lot and shall not be located within the required front setback, except single- and two-family driveways leading to an approved parking area.

b) Non-Residential Zoning Districts

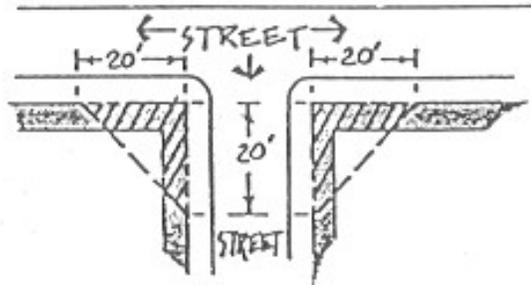
- i. All required parking spaces shall be located on the same site or on off-site land within 660 feet of the building, structure or use served (measured from the nearest point of the parking area to the nearest point of the building, structure or use served by such parking lot).
- ii. All off-street parking shall be arranged so that no vehicle is forced onto any public street to gain access from one parking aisle to another parking aisle.

3) Clearview Requirements

- a) When an accessway intersects a public right of way or when the subject property abuts the intersection of two or more public rights of way, all parking lots or vehicular use areas within the triangular area described below shall provide unobstructed cross-visibility, with no obstructions higher than two feet.
- b) The areas of property on both sides of an accessway formed by the intersection of each side of the accessway and the public right of way line, consisting of 20 feet along the public right of way and five feet perpendicular to the line, and the third side being a line connecting the ends of the two other sides.



- c) The area of property located at a corner formed by the intersection of two or more public rights of way with two sides of the triangular area being 20 feet in length along the abutting public right of way lines, measured from their point of intersection, and the third side being a line connecting the ends of the other two lines.



c) Parking Ratios

1) Calculation of Ratios

a) Mixed Uses

Developments containing more than one use shall provide parking spaces in an amount equal to the total of the requirements for all uses.

b) Fractional Measurements

Where fractional spaces result, the parking spaces required shall be the next highest whole number.

2) Minimum

The following minimum parking ratios apply to all zoning districts. Where in the opinion of a registered engineer in the State of Wisconsin, a listed ratio requires too much or too little parking, the applicant may provide an alternative parking plan with data submitted in support of higher or lower ratios.

3) Required Parking Ratios

Unless specifically reduced in 23.01(14)(d) Parking Reductions, the following parking ratios shall apply to all development.

Specific Use		Minimum Parking
Residential		
Household Living	Detached living	2.0 per unit
	Accessory dwelling	1.0 per unit
	Attached living	1.0 per unit
	Multifamily living or upper-story living	1.25 per each studio unit
		1.50 per each 1 bedroom unit
		1.75 per each 2 bedroom unit
		2.00 per each 3 bedroom unit and above
	Retirement community	1.0 per unit
Senior housing	0.60 per attached unit	
	1.5 per detached unit	
All other uses	2.0 per unit	
Group Living	Assisted living or congregate care facilities	0.3 per bedroom
	All other uses	1.0 per 300 SF of GFA
Social Service	All uses	1.0 per 300 SF of GFA
Public		
Parks & open space	All uses	As determined by Administrator
Place of worship	All uses	1.0 per 4 seats in main worship space, if benches, 20 inches shall equal 1 seat
Port & terminal	All uses	1.0 per 225 of GFA
Schools	Additions to existing schools	To be established by the Common Council
	3-year high school	9.5 per classroom
	4-year high school	7.5 per classroom
	Elementary or middle school	3.5 per classroom
Utilities	All uses	1.0 per 300 SF of GFA (office)
Commerce		
Day care	All uses	1.0 per 300 SF of GFA
Indoor recreation	Auditorium	1.0 per 4 seats or 1.0 per 75 SF of GFA (whichever is greater) + 1.0 per 100 SF of GFA of conference, banquet, restaurant
	Bowling alley	5.0 per alley + 1.0 per 100 SF of GFA of conference,

		banquet, restaurant
	Theaters	1.0 per 4 seats
	All other uses	1.0 per 200 SF of GFA
Medical	Hospital	0.50 per bed
	Medical, dental office or chiropractor	1.0 per 300 SF of GFA
	All other uses	1.0 per 300 SF of GFA
Office	With drive thru service	1.0 per 350 SF of GFA
	Without drive thru service	1.0 per 300 SF of GFA
Outdoor recreation	Campground, travel trailer park, RV park	1.0 per space
	Golf course or country club	3.0 per hole + 2.0 per court
	Horse stable, riding academy equestrian center	1.0 per each 5 stalls
	Stadium or arena	1.0 per 4 seats
	All other uses	1.0 per 5,000 SF (outdoor use area)
Overnight lodging	All uses	1.0 per guest room + 1.0 per 100 SF of conference, banquet, restaurant
Personal service	Barber and beauty shops	1.0 per 100 SF of GFA
	Funeral home or mortuary	1.0 per 4 seats or 1 space per 60 SF of GFA (whichever is greater)
	If less than 4,000 SF of GFA	1.0 per 500 SF of GFA
	All other uses	1.0 per 300 SF of GFA
Restaurant/Bar	All uses	1.0 per 100 SF of GFA
Retail sales	Gas and service stations	1.0 per 200 SF of GFA
	If less than 2,000 SF of GFA	1.0 per 500 SF of GFA
	All other uses	1.0 per 300 SF of GFA
Vehicle sales	All uses	1.0 per 500 indoor SF GFA + 1.0 per 10,000 SF outdoor lot area
Vehicle service	All uses	3.0 per bay or 1.0 per 250 SF GFA, as applicable whichever is greater
Water-oriented	All uses	1.0 per every 3 wet or dry slips
Industrial		
Heavy industrial	All uses	1.0 per 600 SF GFA (office) + 1.0 per 4,000 SF GFA
Light industrial	All uses	1.0 per 600 SF GFA (office) + 1.0 per 4,000 SF GFA
Research & development	All uses	1.0 per 300 SF GFA (office)
Self-service storage	All uses	1.0 per 250 SF GFA (non-storage) + 1.0 per every 50 storage units
Trucking terminal	All uses	1.0 per 700 SF of GFA

Warehouse & distribution	All uses	1 per 500 SF GFA (office) + 1 per 4,000 SF indoor storage area
Waste-related service	All uses	1.0 per 250 SF GFA (office) + 1.0 per 4,000 SF GFA
Wholesale trade	All uses	1.0 per 250 SF GFA (office) + 1.0 per 4,000 SF of indoor storage

4) Maximum

- a) No use shall provide more than 150 percent of the required parking shown in the table above unless any parking above the 150 percent threshold is provided on pervious surface or as underground or structured parking.
- b) Where a project is intended to be developed in phases, the Administrator may approve development of a parking area intended to serve current and future development.

5) Unlisted Uses

The parking space requirements for a use not specifically listed in the table shall be the same as for the listed use deemed most similar to the proposed use by the Administrator.

6) Administrative Modification

The Administrator may reduce the required number of spaces by up to five percent for reasons of topography, tree protection or other natural conditions specific to the site.

7) Credit for On-Street Spaces

On-street parking spaces located immediately abutting the subject parcel, lying entirely within the extension of the side lot lines into the roadway and not within any required clear sight distance, may be counted toward meeting these parking requirements.

d) Parking Reductions

Parking may be reduced according to the following standards.

1) Bus Transit Availability

Locations within a 660-foot walking distance of an improved bus stop may reduce the total number of required parking spaces by 15 percent. Walking distance is measured from the primary entrance of the use to the bus boarding location.

2) Provision of Structured Parking

Where parking is provided in a structure, the required total number of spaces may be reduced by 10 percent.

3) Access to Car-Sharing Program

A residential project or a mixed use project with a residential component providing an active car-share program may reduce the total number of required parking spaces. The reduction shall equal five spaces per car-share vehicle available on-site to residents of the project.

4) Tree Preservation

The Administrator may approve a reduction in the total number of required parking spaces by one space for every tree over 24 inches in diameter at breast height preserved within the parking area. The maximum reduction allowed for tree preservation is five percent of the total required parking spaces.

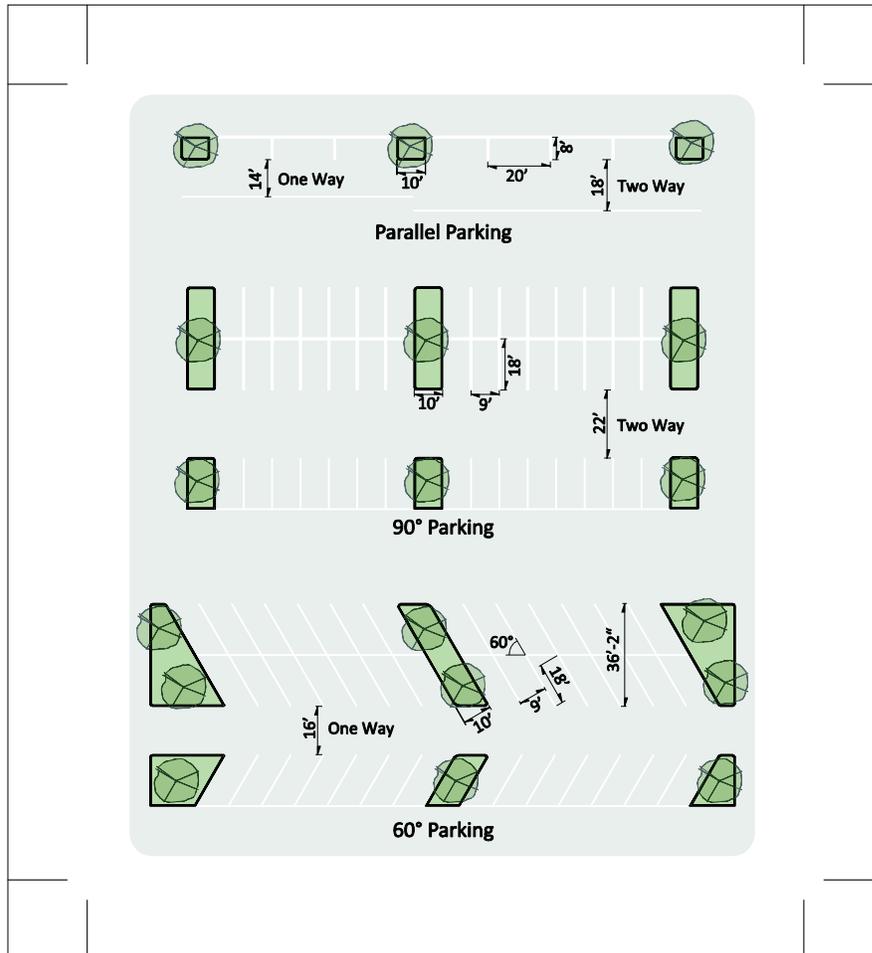
5) Designated Downtown

No parking is required in a designated downtown area. Where parking is provided, it must meet the dimensional standards of this Zoning Code.

e) Parking Area Design Standards

1) Parking Space Layout

a) Parking space layout shall meet the following dimensions.



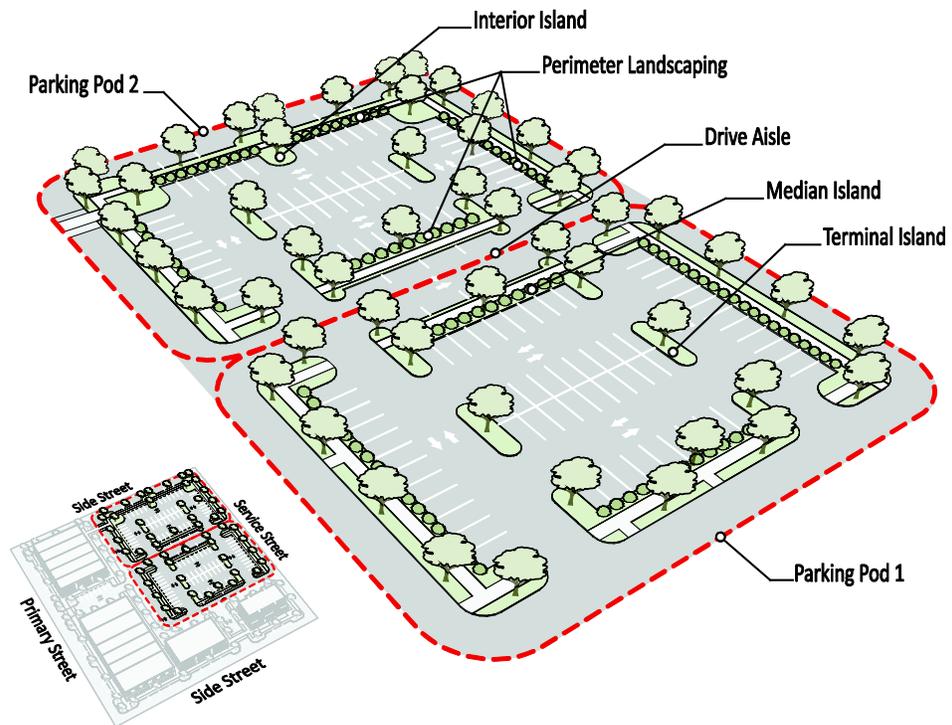
b) Parking spaces using geometric standards other than those specified above may be approved by the City Engineer, subject to a determination by the Administrator that the proposed facility will satisfy these parking requirements as well as would a facility using the dimensions specified above.

c) Compact spaces may be substituted for no more than 25 percent of the total number of off street parking spaces required. Where provided, compact spaces shall be a minimum of eight feet in width and 16 feet in length.

2) Parking Pods

Parking areas shall be organized into parking pods that are separated by the following perimeter landscaping and island plantings. Where parking areas are screened by a building, they shall not

require screening on that side of the parking pod. Island landscaping may be waived in nonresidential zoned areas if the perimeter landscaping is double in width and density of the plantings. When the minimum setback is 30 feet or greater, the width shall not need to be doubled, but the density of the plantings shall still be double. Such modification must be approved by the Administrator.



a) Perimeter Landscaping

- i. Perimeter landscaping shall be a minimum of five feet wide, landscaped with one canopy or evergreen tree for every 40 linear feet (spaced a maximum of 50 feet apart) and shrubs installed at a rate of one for every 15 square feet of landscaped area.
- ii. A wall a minimum of 30 inches located in a three-foot planting strip may be substituted for the shrubs.

b) Interior Islands

- i. An interior landscaped island shall be provided for every 20 spaces. Each island shall contain a minimum of 200 square feet with a minimum width of eight feet inside the curb and include a minimum of one canopy or evergreen tree.
- ii. Interior islands shall be distributed throughout the parking area, with no parking space located more than 200 feet from a planting island.

- iii. Interior islands may be consolidated or intervals may be expanded in order to preserve existing trees where approved by the Administrator.

c) Terminal Islands

All rows of spaces shall terminate in a curbed landscaped island. Each island shall conform to the specifications described for interior islands above.

d) Median Islands

- i. A median island with a minimum width of eight feet inside the curb shall be sited between every eight single parking rows and along primary internal and external access drives.
- ii. Each median island shall be planted at the rate of one canopy or evergreen tree for every 40 linear feet (spaced a maximum of 50 feet apart).
- iii. Median intervals may be expanded in order to preserve existing trees, where approved by the Administrator.
- iv. A median island may also serve as the location for a sidewalk connecting the use and the street. In such case, the sidewalk shall be a minimum of five feet wide, and the remaining planting area shall be no less than five feet wide.

e) Landscaping Specifications

i. General

- a) Plant material shall be true to name, variety, and size and shall conform to all applicable provisions of the American Standards for Nursery Stock, latest edition.
- b) Plant materials shall be cold hardy for the specific location where they are to be planted.
- c) Trees and shrubs shall be salt-tolerant in areas immediately adjacent to parking lots.
- d) Trees and shrubs shall be drought-tolerant and able to survive on natural rainfall once established with no loss of health.

ii. Canopy Trees

- a) Canopy trees selected for planting shall meet the minimum requirements provided in the American Standard for Nursery Stock, latest edition as published by the American Nursery & Landscape Association.
- b) All single trunk trees shall have a minimum 2½-inch caliper, and must measure a minimum of 10 feet tall at time of planting. All tree heights shall be measured from the top of the root ball to the tip of the highest branch.
- c) Multi-trunk trees shall have main stems with a minimum 1½-inch caliper per trunk, a minimum of three main stems, and must measure a minimum of 10

feet tall at time of planting. All tree heights shall be measured from the top of the root ball to the tip of the highest branch.

iii. Evergreens

- a) Evergreens selected for planting shall meet the minimum requirements provided in the American Standard for Nursery Stock, latest edition as published by the American Nursery & Landscape Association.
- b) All evergreens must measure a minimum of three feet tall at time of planting. All tree heights shall be measured from the top of the root ball to the tip of the highest branch.

iv. Shrubs

- a) Shrubs selected for planting shall meet the minimum requirements provided in the American Standard for Nursery Stock, latest edition as published by the American Nursery & Landscape Association.
- b) All required shrubs shall be a minimum of 20 inches in height in a minimum three-gallon container.
- c) Shrubs shall be of a species that under average conditions will reach a minimum height of 24 inches within 12 months.
- d) When planted as a hedge, the maximum spacing for 20-inch high shrubs shall be 36 inches on center. Spacing for other size shrubs shall be determined by the Administrator.

v. Credit for Existing Plant Material

- a) Required landscaped areas may incorporate existing natural vegetation to the maximum extent feasible. Prior to disturbance of a required planting area, approval shall be obtained from the Administrator. Where existing vegetation is inadequate to meet the required landscaping standards, additional plant material shall be required.
- b) Existing native habitat or vegetation located within planting areas and meeting the requirements of this Zoning Code may be counted.
- c) In the event that the existing vegetation has been credited and is subsequently removed or dies, it shall be replaced with the appropriate planting material.
- d) Credit may also be permitted for existing plant material, fences and walls on abutting property, provided such items are in a permanently protected area, including, but not limited to:

- 1. A conservation easement or preserve area on adjacent property; or

2. An existing utility or drainage easement exceeding 100 feet in width.

vi. Irrigation

A water source shall be supplied within 100 feet of any planting requiring continuing watering. Where non-native or non-drought tolerant native vegetation is incorporated, an irrigation system shall be required.

f) Maximum Parking Area Pod Size

Parking areas shall be broken up by landscaped area, tree islands, and buildings into pods containing no more than 160 parking spaces.

g) Accessible Parking

Accessible parking shall be provided in compliance with the Americans with Disabilities Act Accessibility Guidelines.

h) Surfacing

i. Surfacing Required

Except as provided below, where parking facilities or any other vehicular use area are provided, they shall be surfaced with asphalt bituminous, concrete or dustless material approved by the Administrator, and shall be maintained in a smooth, well-graded condition.

ii. Pervious Parking Surfaces

- a) All parking spaces may be surfaced with pervious parking surface that is engineered for parking or driveways.
- b) Where an existing tree is adjacent to parking; paver bricks or other pervious surface shall be used within the dripline of the tree. No parking shall be located closer than five feet from the trunk of an existing tree.
- c) Where provided, pervious parking surfaces shall be maintained in a sound, well-graded condition.

i) Setback

- i. All off-street parking must observe the required parking setback for the appropriate zoning district identified below.
 - a) Street Right of Way Setback

District	Distance
"C" - Conservancy	30 feet
"R-LD" - Low Density	30 feet
"R-1" - Suburban Single Family Residential	25 feet
"R-2" - Single Family Residential	25 feet
"R-3" - Single and Two Family Residential	25 feet
"R-4" - Multiple Family I Residential	25 feet

"R-5" - Multiple Family II Residential	15 feet
"B-1" - Neighborhood Business	5 feet
"B-2" - Central Business Transition	5 feet
"B-3" - Central Business	5 feet
"B-4" - Commercial	5 feet
"B-5" - Highway Commercial	30 feet from Highway 10 5 feet from other streets
"M-1" - Light Industrial	5 feet
"M-2" - Heavy Industrial	5 feet
"U-1" - University	5 feet

b) Side and Rear Yard Setback

District	Distance
"C" - Conservancy	10 feet
"R-LD" - Low Density	10 feet
"R-1" - Suburban Single Family Residential	10 feet
"R-2" - Single Family Residential	10 feet
"R-3" - Single and Two Family Residential	10 feet
"R-4" - Multiple Family I Residential	10 feet
"R-5" - Multiple Family II Residential	10 feet
"B-1" - Neighborhood Business	5 feet
"B-2" - Central Business Transition	5 feet
"B-3" - Central Business	5 feet
"B-4" - Commercial	5 feet
"B-5" - Highway Commercial	5 feet
"M-1" - Light Industrial	5 feet
"M-2" - Heavy Industrial	5 feet
"U-1" - University	5 feet

ii. In the event any parking abuts a walkway, sidewalk or street, the parking shall be separated by curbing or other protective device with a minimum distance of five feet between the protective device and the edge of the walkway, sidewalk, or street.

iii. All parking shall be separated from buildings by a minimum distance of three feet.

j) Striping

All parking areas over 2,000 square feet or containing more than five individual off-street parking spaces, shall stripe their required parking spaces.

k) Curbs

Where parking facilities or any other vehicular use areas are provided, they shall have curbs or wheel stops to prevent vehicles from overhanging adjacent property or landscaped areas. Where vehicles will overhang over medians or islands, shrubs and trees shall be planted a

minimum of two feet from back of the curb or wheel stop. Where pervious parking surfaces or swales are provided, the Administrator may allow wheel stops in place of curbs.

l) Drainage

Where possible, a portion of the drainage from parking areas should be drained through swales that include deep rooted perennial ornamental grasses.

f) Bicycle Parking

In order to enhance multi-modal transportation opportunities, the following standards for bicycle parking shall be met.

- 1) New mixed use building types shall provide a minimum of four bicycle parking spaces (two high-quality inverted “U” racks). Nonresidential development providing more than 20 vehicle but less than 100 vehicle parking spaces shall be required to provide six bicycle parking spaces. An additional one bicycle parking space shall be provided for each additional 25 vehicle parking spaces, or fraction thereof. A maximum of 24 bicycle parking spaces shall be required under this paragraph.
- 2) Bicycle parking facilities shall be located within 200 feet of the main building entrance.
- 3) Bicycle parking facilities shall be high-quality, inverted “U” type construction. Alternative high-quality bicycle parking facilities may be approved by the Administrator if they can be shown to:
 - a) Provide adequate theft protection and security; or
 - b) Are located within a structure.

g) Constrained Sites

Alternative parking and landscaping standards may be approved by the Administrator only where the required parking and landscaping in this Zoning Code cannot be physically met on the site for one of the following reasons:

- 1) Redevelopment of an existing site requires parking or landscaping to be added, but a building, pavement or stormwater facility already exists; or
- 2) Redevelopment of an existing site would reduce the number of stalls below the required number for the use or reduce aisle widths below the recommended standard; or
- 3) The existing site has lost area from landscaping due to adjacent road widening or other right-of-way infrastructure improvements.

h) Alternative Parking Plan

1) Applicant-Submitted Parking Data

The Plan Commission, without Common Council approval, may modify the parking requirements of this Zoning Code when an applicant submits parking data, prepared and sealed by a registered engineer in the State of Wisconsin with transportation expertise, which illustrates that the standards of this Zoning Code do not accurately apply to a specific development. The data submitted for an alternative parking plan shall include, at a minimum, the size and type of the proposed development, the mix of uses, the anticipated rate of parking turnover and the anticipated peak parking and traffic loads of all uses.

2) Off-Site Parking

The Administrator may approve the location of required parking spaces on a separate lot from the lot on which the principal use is located if the off-site parking complies with the all of following standards.

a) Ineligible Activities

- i. Off-site parking may not be used to satisfy the off-street parking requirements for convenience stores or other convenience-oriented uses.
- ii. Required parking spaces reserved for persons with disabilities may not be located off-site.

b) Location

Off-site parking spaces shall be located within 660 feet from the primary entrance of the use served unless shuttle bus service is provided to the remote parking area.

c) Zoning Classification

Off-site parking areas shall be located within a district which would permit the use to which such parking is accessory.

d) Agreement

- i. In the event that an off-site parking area is not under the same ownership as the principal use served, a legally binding written agreement between the record owners of the property establishing the duration and conditions associated with the off-site parking.
- ii. An off-site parking agreement may be rescinded only if all required off-street parking spaces will be provided in accordance with this Zoning Code.

3) Shared Parking

The Administrator may allow shared parking facilities if the shared parking complies with all of the following standards:

a) Ineligible Activities

Required parking spaces reserved for persons with disabilities may not be located off-site.

b) Location

Shared parking spaces shall be located within 660 feet of the primary entrance of all uses served, unless shuttle bus service is provided to the parking area.

c) Zoning Classification

Off-site parking areas shall be located within a district which would permit the use to which such parking is accessory.

d) Shared Parking Study

Applicants shall submit a shared parking analysis to the Administrator that clearly demonstrates the feasibility of shared parking. The study shall address, at minimum, the size and type of the proposed development, the composition of tenants, the anticipated rate of parking turnover, and the anticipated peak parking for all uses that will be sharing the parking spaces.

e) Agreement

- i. A shared parking plan will be enforced through written agreement among all owners of record. An attested copy of the agreement between the owners of record shall be submitted to the Administrator.
- ii. A shared parking agreement may be rescinded only if all required off-street parking spaces will be provided in accordance with this Zoning Code.

4) Valet Parking

The Administrator may approve valet parking as a means of satisfying parking requirements if the valet parking meets all of the following standards:

- a) Adequate assurance of the continued operation of the valet parking is provided, such as a contractual agreement for valet services or the tenant's affidavit agreeing to provide such services.
- b) An equivalent number of valet spaces are available to replace the required parking spaces. Such valet spaces do not require individual striping, and may take into account the tandem or mass parking of vehicles.
- c) Valet parking drop-off locations shall meet the requirements for stacking areas.
- d) The design of the valet parking shall not cause customers who do not use the valet service to park off-premise or cause queuing in the right-of-way.

5) Recording of Approved Plans

An attested copy of an approved alternative parking plan and any associated agreements shall be recorded in the Portage County Register of Deeds Office. The applicant shall provide proof of recording prior to the final inspection.

6) Amendments

An alternative parking plan may be amended by following the same procedure required for the original approval.

i) Site Access

1) General Standards

- a) All buildings shall be located on a site abutting a public or private street.
- b) Unless otherwise approved by the City Engineer, all liner buildings must take vehicular access from within the site.
- c) Unless otherwise approved by the Administrator, all nonresidential sites abutting an arterial street must provide a shared access easement with a minimum paving width of 22 feet when abutting another mixed use or nonresidential property.
- d) No vehicle or obstacle may block driveways intended for use as a fire lane, or cross-access easement.
- ~~e)~~ All driveways shall be surfaced with asphalt bituminous, concrete or dustless material approved by the Administrator, and shall be maintained in a smooth, well-graded condition.

2) Access to Arterial Streets

- a) Direct driveway access from any lot to an existing or proposed arterial street shall be prohibited unless approved by the City Engineer.
- b) When a non-residential site is abutting an existing or proposed arterial street, access to the arterial street may be limited by one of the following means:
 - i. Driveway access between the site and an arterial street may be located no closer than 300 feet to any other proposed or existing intersecting arterial;
 - ii. Sites may be subdivided so as to provide access onto a frontage road; or
 - iii. Approval of driveway access between a site and the arterial at an interval less than those specified may be granted only by review and recommendation of the City Engineer.

3) Driveways for Residential Uses

a) Alley Access Required

- i. When an improved alley is provided, all vehicular access shall take place from the alley. Access may be taken from the side street on corner lots.
- ii. All lots 40 feet or less in width are required to take vehicular access from a rear alley. In the event that a lot existing at the time of the effective date of this Zoning Code is less than 40 feet in width and does not abut an alley, then the lot may take vehicular access from the street.

b) Width of Driveways

- i. Residential driveways on lots less than 35 feet in width may be no less than ~~eight~~ nine feet and no more than 12 feet in width in the required front setback.
- ii. Residential driveways serving on lots greater than 35 feet in width may be no less than ~~eight~~ nine feet and no more than 20 feet in width in the required front setback.
- ~~ii.~~iii. Driveways shall be measured at the face of the walk, or right-of-way in rural sections.

c) Location of Driveways

- i. Unless otherwise approved or required by the City Engineer, non-alley loaded residential driveways may be no closer than 30 feet from any other driveway and no closer than three feet to any side lot line.
- ii. Unless otherwise approved or required by the City Engineer, non-alley loaded residential driveways may intersect a street no closer than 20 feet from the intersection of two street right-of-way lines and no closer than 50 feet from the intersection of an arterial street.
- ~~ii.~~iii. Unless otherwise approved or required by the City Engineer, driveways shall be at least five feet from hydrants and utility poles/structures.

4) Driveways for Mixed Use and Non-Residential Uses

5) Alley Access Required

When an improved alley is provided, all vehicular access shall take place from the alley. Access may be taken from the side street on corner lots.

6) Width of Driveways

Unless otherwise approved or required by the City Engineer, the width of a mixed use or commercial driveway ~~may shall~~ be no less than ~~eight-nine~~ feet and no more than ~~350~~ feet in width. If a driveway is wider than 35 feet, it shall be curbed at the right-of-way to the edge of pavement on both sides of the driveway.

7) Location of Driveways

- a) A platted lot shall be permitted the number of driveways identified in the table below. The City Engineer may approve or require additional driveways. Such determination shall consider site design, pedestrian and vehicle circulation, adjacent uses, topography, speed of traffic on adjacent roads, and other such considerations.

Total Site Frontage	Number of Driveways (max)
200 feet of frontage or less	1
201 feet to 400 feet of frontage	2
401 feet to 600 feet of frontage	3
601+ feet of frontage	4

- b) Mixed use or commercial driveways shall be separated by a distance not less than 150 feet measured centerline to centerline of the driveways. In the event that an infill lot is unable to meet this separation requirement due to the location of existing driveways on adjacent lots, the infill lot shall be permitted one driveway.
- c) Unless otherwise approved or required by the City Engineer, the permitted driveway for a corner lot shall connect to the street with the lower roadway classification.
- d) Unless otherwise approved or required by the City Engineer, non-alley loaded mixed use driveways may intersect a street no closer than 50 feet from the intersection of two street right-of-way lines and no closer than 100 feet from the intersection of an arterial street. If a greater distance is required by the Wisconsin Department of Transportation, as indicated in their most recent Facilities Development Manual, that distance shall be provided, unless otherwise approved by the City Engineer.
- e) Mixed use or commercial driveway shall be contained entirely within the property frontage or as part of a joint access easement with an adjacent platted property.

j) Stacking

The following stacking standards shall apply unless otherwise expressly approved by the Administrator. The Administrator may require additional stacking spaces where trip generation rates suggest that additional spaces will be needed.

1) Minimum Number of Spaces

Off-street stacking spaces shall be provided as follows:

Facility	Spaces (min)	Measured From
Automated teller machine	3	Machine
Bank teller lane	4	Teller or window
Car lubrication stall	2	Entrance to stall
Car wash stall, automated	4	Entrance to wash bay
Car wash stall, hand-operated	3	Entrance to wash bay
Day care drop off	3	Passenger loading area
Parking area, controlled entrance	4	Key code box
Restaurant drive through	6	Order box
Restaurant drive through	2	Order box to pick-up window
Valet parking	3	Valet stand
School (public and private)	*	Determined by Administrator
Other	*	Determined by Administrator

2) Design and Layout

Required stacking spaces are subject to the following design and layout standards:

a) Dimensions

Stacking spaces shall be a minimum of nine feet by 20 feet in size.

b) Location

Stacking spaces shall not impede on- or off-site traffic movements or movements into or out of parking spaces.

c) Design

Stacking spaces shall be separated from other internal driveways by raised medians if deemed necessary by the Administrator for traffic movement and safety.

15) Off-Street Loading

a) Loading Facilities Required

- 1) Off-street loading facilities shall be required for uses that regularly handle large quantities of goods, as determined by the Administrator. Loading facilities shall be of sufficient quantity to adequately serve the proposed use.
- 2) Any vehicle sales or rental facility or similar use requiring delivery of vehicles by truck shall demonstrate adequate on-site area exists for the loading and unloading of such trucks.
- 3) Any convenience store or similar use requiring deliveries by truck shall demonstrate adequate on-site area exists for the loading and unloading of such trucks.

b) Design and Layout

- 1) With the exception of designated downtown areas, loading and unloading activities shall not be permitted in any public right-of-way.
- 2) With the exception of designated downtown areas, loading and unloading activities may not encroach on or interfere with the public use of streets, sidewalks, and lanes by vehicles or

pedestrians. Adequate space shall be made available for the unloading and loading of goods, materials, items, or stock for delivery and shipping.

- 3) Where off-street loading facilities are provided, they shall be not less than 15 feet in width by 640 feet in length, with not less than 15 feet of vertical clearance.
- 4) All loading areas shall be screened from view from public right-of-way and adjacent residential districts.

Definitions

Administrator - The person or office designated by the Common Council and charged with certain tasks including but not limited to interpreting the provisions of this Zoning Code, and other duties prescribed under this Zoning Code.

Arterial Street — ~~As designated on the most recent Wisconsin Department of Transportation Functional Classification Map. Any street designated on the City's Comprehensive Plan as an arterial street or any street carrying more than 10,000 vehicles per day.~~

Caliper – The diameter of plant material, measured at six inches above grade.

Easement - A grant of one or more of the property rights by the owner to, or for the use by, the public, a corporation, or another person or entity.

Pervious Parking Surface - Parking surface which is engineered to allow the infiltration of water, air, and nutrients to root systems of adjacent plant material which lie directly under the ground. Loose gravel is not a pervious parking surface.