



PLANNING AND ZONING & HISTORIC COMMISSION

Regular Meeting Agenda

Thursday, December 7, 2023 at 6:00 PM

East Dundee Police Station, 2nd Floor Meeting Room
115 E. 3rd Street, East Dundee, IL 60118

CALL TO ORDER

ROLL CALL / DECLARATION OF QUORUM

APPROVAL OF MINUTES

Approval of the November 02, 2023 Minutes.

PUBLIC COMMENT

NEW BUSINESS

Public Hearing:

A request for a special use to allow for a banquet hall, as described in Section 157.065(A)(1)(d)(2) of the Zoning Ordinance, per Ordinance Number 23-24, located at 201 Christina Drive, East Dundee, IL, 60118 in the M-1 Limited Manufacturing District.

OTHER BUSINESS

Parking Minimums in the Business Districts Discussion.

HISTORIC COMMISSION ITEMS: None

ADJOURNMENT

CALL TO ORDER:

Chair Brunner called to order the Planning and Zoning & Historic Commission (“PZHC”) meeting on Monday, November 02, 2023, at 6:00 pm.

ROLL CALL:

Commissioners Brunner, Reyes-Brahar, Feck, Krueger, Steneck, and Scarpelli were present. Quorum was met.

Commissioner Myers was absent.

Also present: Assistant to the Village Administrator (“ATVA”) Franco Bottalico, Management Intern Caleb Haydock, Building Inspector Chris Ranieri, Fire Marshal Marc Quattrocchi, Acting Chief of Police Joshua Fordyce, and Village Attorney Kelly Gandurski.

APPROVAL OF MINUTES:

Approval of the July 24, 2023, Minutes; August 14, 2023 Minutes; and September 18, 2023 Minutes.

Motion to approve the July 24, 2023 Minutes; August 14, 2023 Minutes; and September 18, 2023 Minutes by Scarpelli/ Reyes-Brahar.

6 ayes (Feck, Krueger, Reyes-Brahar, Steneck, Scarpelli, and Brunner).

PUBLIC COMMENT:

Barb Strager, Manager of Royal Gaming Café on 505 Dundee Ave. - Wanted to put on record that La Mariskera (item #4 of the agenda) is requesting special use of live music, but that would negatively affect the Gaming Café since they are located right next door to each other. According to Barb, La Mariskera is too loud. She is asking the Commission for help.

Jamie – tried to download a special use permit application. She clicked on the link but was not able to access it. ATVA Bottalico volunteered to send resources as reference.

NEW BUSINESS:

The Commission recognized that live music brings additional responsibilities, so the Village board wanted to put it under the special use system.

Motion to amend tonight’s agenda and move item #1 to the end of new business after item #4. Scarpelli/Feck
6 ayes (Feck, Krueger, Reyes-Brahar, Steneck, Scarpelli, and Brunner).

A request for a special use to allow for a restaurant with live entertainment, as described in Section 157.050(F)(1)(d)(2) of the Zoning Ordinance, located at 311 Barrington Ave. East Dundee, IL, 60118 in the B-1 Downtown Business District.

Motion to open public hearing for by Scarpelli/Feck.

6 ayes (Feck, Krueger, Reyes-Brahar, Steneck, Scarpelli, and Brunner).

No emails or messages were sent to Village staff for this property. Julius White is sworn in. He provided contextual information regarding live music at East Dundee location of DC Cobbs.

Building Inspector Chris Ranieri, Fire Marshal Marc Quattrocchi, and Acting Chief of Police Joshua Fordyce were all sworn in for the night's hearings.

FD has had 1 complaint to date. There had been an issue with occupancy. This was the biggest concern for FD currently. Conversation ensued.

The Village does not do anything specific to make sure music spaces are up to building/fire codes. DC Cobbs believed they wouldn't be able to function as a restaurant business at this time. Conversation ensued between applicant and Commission about occupancy and safety.

Commissioner Scarpelli asked about noise. If the public had an issue how does PD measure the problem since the ordinance was changed and no longer requires decibel readings. PD has worked with businesses on a case-by-case basis to address noise issues. Conversation ensued.

Motion to close public hearing by Scarpelli/Feck
6 ayes (Feck, Krueger, Reyes-Brahar, Steneck, Scarpelli, and Brunner).

ATVA Bottalico gave context/guidance from the Board. Conversation ensued about hours of outside live music and why decibel was taken out of Ordinance 3-36 as a measurement. He also stated at the 08/14/2023 Special PZHC Meeting, the PZHC agreed on the following blanket conditions for live entertainment, and read them out loud:

- Conform to Section 93.11(D) of the village code, unless granted approval from village administrator and/or village board for permission to end at midnight on Friday and Saturday only no more than one time per month per establishment.
- No more than 3 noise ordinance citations within a 12-month period per establishment.
- Conform to fire and building codes and standards.

Motion to approve the findings of fact for special use at 311 Barrington Avenue as presented by Scarpelli/Krueger.
6 ayes (Feck, Krueger, Reyes-Brahar, Steneck, Scarpelli, and Brunner).

Motion to recommend to the board to approve a special use for 311 Barrington Ave to allow for live entertainment, bided they follow Village code and conditions announced by ATVA Bottalico by Scarpelli/Feck
6 ayes (Feck, Krueger, Reyes-Brahar, Steneck, Scarpelli, and Brunner).

A request for a special use to allow for a tavern with live entertainment, as described in Section 157.050(F)(1)(d)(2) of the Zoning Ordinance, located at 314 N. River St. East Dundee, IL, 60118 in the B-1 Downtown Business District.

Motion to open public hearing by Krueger/Reyes-Brahar
6 ayes (Feck, Krueger, Reyes-Brahar, Steneck, Scarpelli, and Brunner).

Joe Zeller was sworn in. No emails or messages were sent to Village staff for this property. Attorney Kelley reminded staff they are under oath throughout the evening. Property was looking for special use to play live music once a month on Thursdays.

Motion to close public hearing by Scarpelli/Krueger
6 ayes (Feck, Krueger, Reyes-Brahar, Steneck, Scarpelli, and Brunner).

Motion to approve findings of fact as presented Scarpelli/Feck
6 ayes (Feck, Krueger, Reyes-Brahar, Steneck, Scarpelli, and Brunner).

Motion to recommend to the Board approval of a special use for 314 N River Street, bided they follow Village code and conditions read out loud by ATVA Bottalico by Scarpelli/Steneck
6 ayes (Feck, Krueger, Reyes-Brahar, Steneck, Scarpelli, and Brunner).

A request for a special use to allow for a restaurant with live entertainment, as described in Section 157.050(F)(1)(d)(2) of the Zoning Ordinance, located at 501-503 Dundee Ave. East Dundee, IL, 60118 in the B-3 Service Business District.

Motion to open public hearing by Krueger/Steneck
6 ayes (Feck, Krueger, Reyes-Brahar, Steneck, Scarpelli, and Brunner).

Sonia and Alma Carranza, Owners/Applicant of La Mariskera, and Barb Strager, of Royals Gaming, were all sworn in.

The applicant has a 10-yr lease which said they can have live entertainment. They don't have any DJs or speakers. Since 2021 PD has been there 6 times. The last one was October 29th.

ATVA Bottalico asked where musicians are playing on property? Applicant answered the side space on the other side of Royals. Conversation ensued about sound dampening as Barb stated she can hear the juke box and plates clinking through the wall. Conversation then changed to whether sound dampening fell under the Commission's purview. Conversation ensued about hours/days that the applicant would want to play live music.

Conversation ensued about what is generating the loud noises and whether this is a civil issue between landlords. ATVA Bottalico suggested they work this out with their landlord first, but if no results, then this be taken up in a separate mediation at another time with Village Staff, landlords, PD, and business owners, if needed.

Motion to close public hearing by Krueger/Reyes-Brahar
6 ayes (Feck, Krueger, Reyes-Brahar, Steneck, Scarpelli, and Brunner).

ATVA Bottalico read out loud the approval definition of "live entertainment" as stated in code. Scarpelli commented on the civil issues characterizing this issue. He believed it shouldn't interfere with the special use request of live music.

Motion to approve findings of fact as presented by staff Steneck/ Krueger
6 ayes (Feck, Krueger, Reyes-Brahar, Steneck, Scarpelli, and Brunner).

Motion to recommend to the board approving a special use at 501-503 Dundee Ave., following all additional conditions set forth by staff at tonight's meeting and following all other existing code and conditions set by staff by Scarpelli/Krueger
6 ayes (Feck, Krueger, Reyes-Brahar, Steneck, Scarpelli, and Brunner).

A request for a special use to allow for a restaurant with live entertainment, as described in Section 157.050(F)(1)(d)(2) of the Zoning Ordinance, located at 325 Meier Ave. East Dundee, IL, 60118 in the B-1 Downtown Business District.

Motion to open public hearing by Scarpelli/ Krueger
6 ayes (Feck, Krueger, Reyes-Brahar, Steneck, Scarpelli, and Brunner).

The Applicant advised staff he could not make tonight's meeting, but to proceed without him.

Motion to close public hearing by Scarpelli/Steneck
6 ayes (Feck, Krueger, Reyes-Brahar, Steneck, Scarpelli, and Brunner).

Motion to approve findings of fact as presented by staff by Scarpelli/Feck
6 ayes (Feck, Krueger, Reyes-Brahar, Steneck, Scarpelli, and Brunner).

Motion to recommend to the board approving a special use for 325 Meier Ave., following all additional conditions set forth by staff at tonight's meeting and following all other existing code and conditions set by staff by Scarpelli/Krueger
6 ayes (Feck, Krueger, Reyes-Brahar, Steneck, Scarpelli, and Brunner).

OTHER BUSINESS

Riverfront Master Plan Discussion.

Chair Brunner spoke on the changes being proposed for Water Street. Krueger mentioned that some business owners may not be in favor of this as it would take natural traffic/customers away. Scarpelli mentioned he thought it would be good for businesses because it forces vehicles to go through downtown on Barrington. Conversation ensued.

Scarpelli mentioned potential OSLAD grant opportunities. Conversation ensued about grant/funding opportunities.

Chair Brunner mentioned that this plan is now public and can be a tool to approve/deny development applications. Conversation ensued about next steps and project benchmarks.

Mike Besley – His family just moved to town and wanted to inquire about the Haeger Property and future uses. He was advised to reach out to Village Staff. The Village is trying to acquire eminent domain of the Haeger property.

ADJOURNMENT:

Motion to adjourn the PZHC meeting at 7:24 pm by Krueger / Steneck.
Motion is carried by voice vote.

Respectfully submitted,

Franco Bottalico, ATVA / Deputy Clerk

By: Caleb Haydock, Management Intern

Memorandum



To: Planning and Zoning & Historic Commission

From: Franco Bottalico, Assistant to the Village Administrator

Subject: Special Use Request for a Banquet Hall located at 201 Christina Drive

Date: December 7, 2023

Action Requested:

Staff submits to the Planning and Zoning & Historic Commission ("PZHC") for approval or denial to the Village Board a special use permit to allow for a banquet hall, as described in Section 157.065(A)(1)(d)(2) of the Zoning Ordinance, per Ordinance Number 23-24, located at 201 Christina Drive, East Dundee, IL, 60118 (PIN 03-25-150-002) in the M-1 Limited Manufacturing District.

Background and Summary:

At the May 15, 2023 Village Board meeting, the Board approved Ordinance 23-24 which allows a banquet hall to be approved by special use permit ordinance in the B and M districts. In addition to the special use locations being amendment in that ordinance, the Board also adopted the below definition of a Banquet Hall:

 BANQUET HALL. A business conducted on premises at which the exclusive activity is the hosting of private events with food and/or beverage consumption at a prearranged, fixed unit price, and at which alcoholic liquor may or may not be served or sold incidental to such services, provided that each of such private event is prearranged under the sponsorship of a particular person or organization.

Staff has received a special use application from Jeff Newing and Joe Palumbo of Pal 201 LLC ("Applicant") for a proposed banquet hall called "Magnum Opus" at the existing building of 201 Chrstina Drive ("Property"). The Property is approximately 20,000 square feet and has been newly remodeled. Their existing use is office and warehouse where it currently houses several of their privately owned exotic vehicles.

The Applicant anticipates on hosting approximately four events per month with up to 150 guests at each event during off business hours that will not conflict with other activities in that area during the business hours. The Fire Protection District states 350 persons as the occupancy load. Food and drinks would be catered in, and all relevant licenses would be required for that use.

Staff has a neutral position on this request. Should the PZHC recommend approval to the Village Board, staff would recommend 1) PZHC limit the special use location to units A and B of 201 Christina Drive as depicted in the attached site plan, and 2) recommend no physical outdoor marketing, or displays, or lighting promoting the banquet hall or its rental events other than what is permitted by existing Village Code and PUD, or pre-approval by the Village Board.

Attachments:

Redacted Application

Findings of Fact

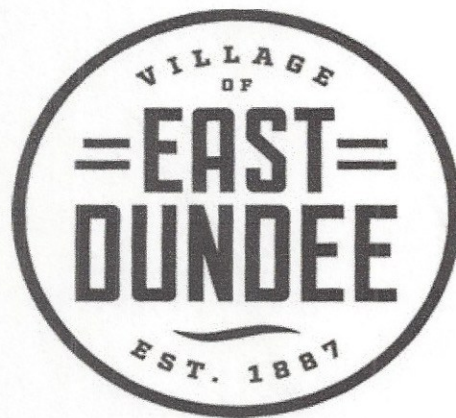
Memo from Fire Protection District

Material from Applicant

Approved Ordinance 23-24

**The Village of East Dundee
Planning and Zoning & Historic Commission**

**Application for Rezoning, Special Use, and
Variance**



Application Updated: September 2023

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1. APPLICATION FEE SCHEDULE

The Village Board has adopted the following schedule of fees for processing development applications. These fees are intended to cover only the Village's basic processing costs and can be found in Chapter 151 - Building Code or Other Related Fees. In addition, the Village requires an initial deposit until the applicant has paid any outstanding costs for professional consulting services (engineers, planners, attorney) that the Village may employ to assist Village staff on a project-by-project basis and will be discussed at the initial pre-application process.

FEES AND FINES (CHAPTER 37):

- Planning and Zoning & Historic Commission public hearing: \$100
- (HH) Zoning - Fees and deposits for variations, special uses, and map amendments:
- a) All Single-Family Residential Districts (E, R-I, R-2, and R-3 Districts):
 - Non-refundable fee: \$75
 - Deposit: \$150
 - b) All Residential Multiple Family District (R-4 and R-5 Districts):
 - Non-refundable fee: \$100
 - Deposit: \$250
 - c) All Business Districts (B-1, B-2, B-3 and B-4 Districts):
 - Non-refundable fee: \$150
 - Deposit: \$250
 - d) Other Districts: (AG-1, OD, M-1, and M-2) - fees and deposits for variations, special uses, and map amendments (all zoning districts):
 - Non-refundable fee: \$200
 - Deposit: \$1,000

2. PLANNING AND ZONING & HISTORIC COMMISSION ("PZHC") MEETING SCHEDULE

The PZHC petitions/applications deadline, ("Application Deadline") is **35 days prior** to meeting date for petitions/applications requiring public hearings or **15 days prior** when no public hearing is required. **All PZHC meetings are scheduled for the first Thursday of every month, unless otherwise specified.**

3. STAFF CONTACT LIST

Review Agency	Contact Name	Phone	E-Mail
Village of East Dundee Staff			
Village Administrator	Erika Storlie	(224) 293-7120	estorlie@eastdundee.net
Asst. to Village Administrator	Franco Bottalico	(224) 293-7102	fbottalico@eastdundee.net
Building Inspector	Chris Ranieri	(224) 293-7107	cranieri@eastdundee.net
Public Works Director Village	Phil Cotter	(224) 293-1256	pcotter@eastdundee.net
Building Clerk	Gail Hess	(224) 293-7115	ghess@eastdundee.net
Engineer	Joe Heinz	(224) 293-4535	jheinz@glheinzinc.com

4. OTHER APPLICATIONS & FORMS

Necessary documents to accompany your application:

- Planning and Zoning & Historic Commission Requirements (ON WEBSITE)
- Agreement to Pay Costs Incurred and Hold the Village Harmless (PAGE 10)
- Affidavit of Ownership & Control (PAGE 11)
- Affidavit & Disclosure (PAGE 12)
- Trust Agency Development Form (PAGES 13 - 15)
- Site Plan
- Square footage of building/property, if applicable
- PIN & Legal Description (with Common Address, if applicable) provided in a separate word document. This is typically found on a plat of survey. (PAGE 5)
- List of Property Owners within 250 ft. of Property
- Check made Payable to "The Village of East Dundee" per the Fee Schedule
- 1st Class; pre-paid; plain white envelopes addressed to the property owners with 1st class postage. There should be no return address on envelopes.

Project Data Tables *(Required, when applicable. Determined during Building Department Review):*

- Site Area Calculations Table
- Building Area Calculations Table
- Parking Calculations Table
- Subdivision Calculations Table
- Residential Density Calculations Table

5. APPLICATION STEP-BY-STEP PROCESS

- A. Application and fees submitted to the Building Department
- B. Review by Building Department
- C. List of all properties within 250 ft. submitted to the Building Department in a word document format with address labels of property owners listed.
 - i. A good resource is the Kane County GIS Website
(https://gistech.countyofkane.org/gisims/kanemap/kanegis4_agox.html)
- D. Use 1st class; pre-paid; generic plain white envelopes with the labels attached, but without a return address. Village staff will mail out on applicants' behalf.
- E. Notice of public hearing published by staff, mailed out, and sent to Daily Herald no later than 15 days prior to the public hearing.
- F. PZHC conducts the public hearing and motions a recommendation to approve or deny to the Village Board or can ask for more information.
- G. Village Board approves/denies within 45 days of PZHC's recommendation.

Application for Rezoning, Special Use, and/or Variance

Please review the accompanying PZHC Requirements packet for all requirements applicable.
Failure to complete this form properly will delay its consideration.

Note: Attach a Word Doc. that includes the project property PIN, legal description, and common address.

1) Applicant Information

Date: 10/6/23 Project Location: 201 Christina Drive, East Dundee

Applicant Name: Jeff Newing

Applicant Address: 201 Christina Drive, East Dundee, IL 60118

Applicant Phone: [REDACTED]

Applicant Email: [REDACTED]

Applicant Signature: [Signature]

Check each box being requested and provide the project description in the lines provided below:

Rezoning: ☐ Special Use: ☒ Variance: ☐

Requesting to use the space at 201 Christina Drive as a banquet hall for private, contracted events on various nights and weekends.

Up to 4 events per month. Maximum of 150 guests. All food and drink will be catered by licensed caterers.

Space is newly remodeled and houses several exotic and classic automobiles. Events will be held

among these classic and exotic cars.

PIN: 03-25-150-002 Project property size in acres/sq. ft.: ± 20,000 square feet

2) Curent Zoning Districts

Indicate what the property is currently zoned as below (choose one):

E R-1 R-2 R-3 R-4 B-1 B-2 B-3 B-4 OD AG-1 M-1 M-2

Current use at the property: Office / Warehouse

Surrounding land use zoning (may be more than one): M-1

Zoning district being requested per PIN: _____

3) Owner Information (If different than the applicant)

Owner Name: Joe Palumbo Owner Signature: [Signature]

Owner Address: 201 Christina Drive, East Dundee, IL 60118

Owner Phone: [REDACTED]

Owner Email: [REDACTED]

4) Billing Information (Include the name and address that all bills should be sent to)

Legal Name: Palumbo Management

Address: 201 Christina Drive, East Dundee, IL 60118

Phone Number: [REDACTED]

B. SPECIAL USE - FINDINGS OF FACT FOR APPLICANT TO ANSWER (157.244 (C)(2))

The questions contained in this part are directly related to the criteria in the Code that the Village must use to evaluate the project. Under the Code, most of the actions taken by the PZHC and Village Board require a "findings of fact" that a particular project meets all the applicable criteria. Accordingly, it's important that as much evidence of compliance as possible be provided with the application. **Please be sure to review the actual requirements in the relevant sections of the Code to assist you in preparing your responses.**

Please answer all questions but be concise and brief in your answers. **If additional pages are needed to complete your answers, please be sure to include the appropriate and complete question number for each response.** You are encouraged to refer to drawings, pictures, or other materials as necessary to add clarity to your answers.

1. Will the Special Use be injurious to the enjoyment of other property in the immediate vicinity for the purposes already permitted, nor will the special use substantially diminish and impair property values within the neighborhood?

This use will not affect the neighboring businesses in the same building. All events will occur during timeslots of the day and week that don't conflict with business hours of others and the shared parking lot use.

2. Will the establishment of the Special Use impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district?

No

3. Have or will adequate utilities, access roads, drainage or necessary facilities be provided for?

Yes

4. Have or will adequate measures be taken to provide ingress and egress to minimize traffic congestion in the public streets?

Yes. Existing automotive parking lot can handle parking needs for events.

5. How is the proposed special use in harmony with the purposes, goals, objectives, policies, and standards of the Village of East Dundee Comprehensive Plan, the Zoning Ordinance, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice, by the Village?

This use is a unique idea of Joe Palumbo to capitalize on his exclusive automobile collection. By contracting private events (corporate functions, promotional events, even weddings), others will have a one-of-a-kind atmosphere to enjoy this collection and have their function in a different kind of venue. Our goal is to fill dayparts that are currently unused on our property with some events that will generate additional revenue and tax dollars.

C. SUMMARY OF REQUESTED ZONING VARIANCES:

Project Location: _____

Applicable Code Section (Title, Chapter, Section)	What does Code require now? (Brief Summary)	Proposed Variation(s) (Brief Summary)

D. VARIANCE - FINDINGS OF FACT FOR APPLICANT TO ANSWER

The questions contained in this part are directly related to the criteria in the Code that the Village must use to evaluate the project. Under the Code, most of the actions taken by the PZHC and Village Board require a "findings of fact" that a particular project meets all the applicable criteria. Accordingly, it's important that as much evidence of compliance as possible be provided with the application. **Please be sure to review the actual requirements in the relevant sections of the Code to assist you in preparing your responses.**

Please answer all questions but be concise and brief in your answers. **If additional pages are needed to complete your answers, please be sure to include the appropriate and complete question number for each response.** You are encouraged to refer to drawings, pictures, or other materials as necessary to add clarity to your answers.

1. What is proposed?

2. What unique circumstances have caused the need for a variance?

3. What specific mitigation measures will be used to ensure that the essential character of the area will not be altered? (Suitability of Present Area)

4. Specifically, how do the particular physical surroundings, shape, or topographical condition of the property result in a particular hardship upon the owner, as distinguished from a mere inconvenience, if the strict letter of regulations are carried out?

5. Specifically, what conditions are present on the property that would not be applicable generally to other property within the same zoning classification? (Suitability of Zoning)

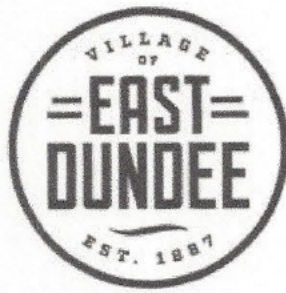
6. Other than financial return, what other purposes is the variance request based on?

7. Has the alleged difficulty been created by any person presently having an interest in the property?

8. Please give an explanation for any questions answered YES .

- B Will the granting of the variation be detrimental to the public welfare?(Check box)
 C Injurious to surround properties? (Check box)
 D Impair an adequate supply of light and air to adjacent property? (Check box)
 E Endanger public health and safety? (Check box)
 F Substantially diminish property values within the neighborhood? (Check box)
 G Conformance to the Land Use Plan? (Check box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>



**APPLICATION AGREEMENT
TO PAY COSTS INCURRED AND HOLD THE VILLAGE HARMLESS**

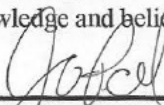
The Undersigned applicant acknowledges that the Village of East Dundee may seek advice and counsel from professional sources outside the employee staff of the Village of East Dundee in consideration of the application submitted by the applicant, including the services as those may be provided by the Village Staff, Village Attorney, Village Engineer, Planner, and Fire Protection District.

The applicant further acknowledges that testimony of all witness at Public Hearings may be recorded before a court reporter and that full transcripts of the proceedings may be prepared and retained by the Village of East Dundee as part of the official record concerning the said applicant and the applicant's costs.

As an express condition in making the said application and the consideration thereof by the Village of East Dundee, the undersigned, both personally and on behalf of the applicant, agrees to hold the Village harmless and agrees to pay forthwith the costs and expenses that may be incurred by the Village of East Dundee for such professional services, including the costs and expenses of recording and transcribing any testimony at Public Hearings in connection with the said application.

The owner hereby authorizes and consents to this request for variation, special use, and/or re-zoning and further authorizes, agrees, and consents to allow the temporary installation and display by the Village of East Dundee of Public Notice signage upon the subject property.

The applicant, having read this application and fully understanding the purpose thereof, declares that the proceeding statement made are true and that the information provided herein is complete to the best of the applicant's knowledge and belief.



Individually and for the Applicant
201 Christina Drive, East Dundee, IL 60118

10/9/23

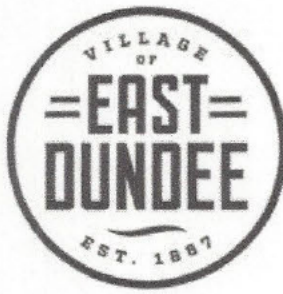
Address

FEES AND FINES (CHAPTER 37):

- Planning and Zoning & Historic Commission public hearing: \$100

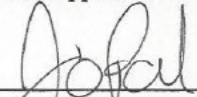
(HH) Zoning - Fees and deposits for variations, special uses, and map amendments:

- a) All Single-Family Residential Districts (E, R-1, R-2, and R-3 Districts):
 - Non-refundable fee: \$75
 - Deposit: \$150
- b) All Residential Multiple Family District (R-4 and R-5 Districts):
 - Non-refundable fee: \$100
 - Deposit: \$250
- c) All Business Districts (B-1, B-2, B-3 and B-4 Districts):
 - Non-refundable fee: \$150
 - Deposit: \$250
- d) Other Districts: (AG-1, OD, M-1, and M-2) - fees and deposits for variations, special uses, and map amendments (all zoning districts):
 - Non-refundable fee: \$200
 - Deposit: \$1,000




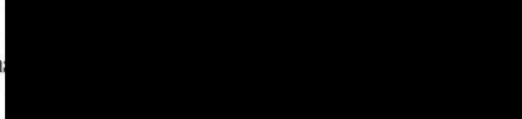
Affidavit of Property Ownership & Control

I (We), Pal 201 LLC do hereby certify or affirm that I am the legal property owner(s), contract purchasers, or beneficiary(s) of the title holding trust for the aforesaid described property and hereby make application of such.

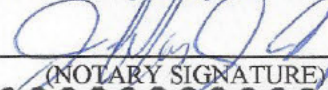
Signature: 

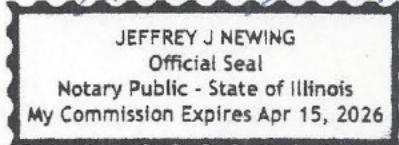
Owner: Joe Palumbo, as manager

Address: 201 Christina Drive
East Dundee IL

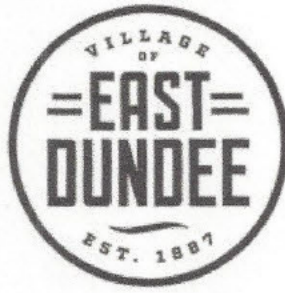
Phone: 
Email: 

SUBSCRIBED AND SWORN TO before me this
9th day of October, 2023


(NOTARY SIGNATURE)



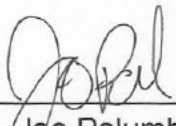
(NOTARY STAMP)



Affidavit & Disclosure Agreement

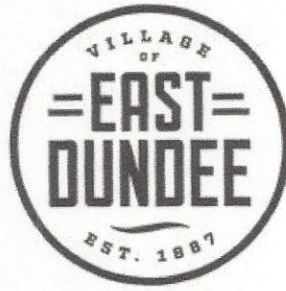
To cover the Village expenses relating to applications for site plans, Subdivisions, Annexations, Zoning Amendments, Special Uses, Variations and the like:

Applications shall deposit the sum required based on the type and extent of the applicants project. Any bills received by the village and any costs incurred by the Village related to the project will be expensed against the deposit already made. Any remaining deposit funds will be returned to the applicant once the process is complete.

Signature: 
Print Name: Joe Palumbo

Project Address: 201 Christina Drive

Em 



TRUST AGENCY DEVELOPMENT FORM

TITLE XV; CHAPTER 160: PROPERTY DEVELOPMENT COSTS FINDINGS:

- A. Certain costs are necessarily incurred by the village in processing building permits, petitions for annexation, disconnections, rezoning, variances, planned unit developments, subdivisions, site plans and other land use matters (the development petition), including, but not limited to, staff costs and fees of planning consultants, engineers, attorneys, building officials, environmental consultants, and other consultants, as well as out of pocket costs of the village such as mailing, photocopying, telephone, publication, recording and other out of pocket costs (collectively "development costs"); and
- B. The village board has determined that development costs should be borne by the person filing a development petition ("petitioner") rather than the taxpayers of the village. It shall be at the Village Administrators discretion to institute the Trust & Agency Agreement.

TRUST AND AGENCY ACCOUNT:

The village shall establish a trust and agency account (also known as an escrow account): a) for the purpose of accounting for development costs and reimbursement for such costs with subaccounts for each separate petitioner; and b) for the purpose of accounting for other deposits being held in trust from time to time. Such trust and agency account shall be subject to audit as in the case of all other accounts and funds of the village but shall not be part of the budget process of the village.

DEPOSIT REQUIREMENTS:

- A. **Initial Deposit:** Whenever the village is asked to consider a development petition, the village administrator, or the designee of the administrator, shall, prior to the time when the village incurs any significant expense for staff or consultants establish the amount of the petitioner's initial deposit in the trust and agency account of the village (the "initial deposit"). Before any expenses for consultant and out of pocket costs are incurred by the village, the petitioner shall pay to the village treasurer the amount of such initial deposit.
- B. **Second and Subsequent Deposits:** Prior to the time when the accrued fees and costs equal (90%) of the amount of said initial deposit, the village administrator, or the designee of the administrator, shall establish the amount, if any, of a second deposit to the trust and agency account (the "second deposit"). Likewise, prior to the time when the accrued fees and costs equal the amount of said second deposit (and any subsequent deposits), the village administrator, or the designee of the administrator, shall establish the amount of subsequent deposits (the "subsequent deposits") to the trust and agency account.
- C. **Failure To Make Deposits:** In the event that the petitioner fails to promptly make the required payments of the initial deposit, the second deposit or any subsequent deposit, the village may advise all consultants to the village to cease performing any services and incurring any costs relative to the development petition, and the village may postpone or cancel any scheduled hearings, meetings or considerations of the pending development petition.
- D. **Waiving Fees:** The Village Administrator shall have the right to waive staff cost or other costs if by doing so benefits the village.

INVOICES:

Copies of all invoices submitted to the village by its consultants shall be provided to the petitioner. Any questions as to such invoices must be raised by the petitioner within fourteen (14) days after transmittal of the invoices to the petitioner, and in the absence of such questions within such time, the invoices shall be conclusively deemed acceptable to the petitioner.

REFUNDS:

Whenever it appears that there will not be further development costs incurred relative to a petitioner, the balance in such petitioner's trust and agency account will be refunded to the petitioner.

COPY OF PROVISIONS TO PETITIONER:

At the time that the amount of initial deposit is established, the petitioner shall be provided with a copy of this chapter and shall deliver to the village the following statement signed by the petitioner:

The undersigned, having filed or expecting to file, a development petition with the Village of East Dundee, certify that I have received a copy of Village of East Dundee's Code TITLE XV; Chapter 160 and have read and understand the same and agree to make the deposits as provided in said Code Chapter, including the initial deposit of \$ 1,000.00 .

1044 10/9/23
Check # _____ Dated _____

Special Use "Banquet Hall"

Type of Project: _____

Magnum Opus

Project Name: _____

201 Christina Drive, East Dundee

Project Address: _____

03-25-150-002

PIN(s): _____

Joe Palumbo

Owners Name: _____ Pho

201 Christina Drive, East Dundee

Owners Address: _____

Owners Email: _____

Owners Signature: _____

Jeff Newing

Petitioners Name: _____ Pho

201 Christina Drive, East Dundee

Petitioners Address: _____

Petitioners Email: _____

Petitioners Signature: _____

Received By: _____

Date: _____



Planning and Zoning & Historic Commission Meeting

Findings of Fact – Special Use

Property Location: 201 Christina Drive Units A and B

Hearing Date: December 7, 2023

Special Use

Requested: Banquet Hall Special Use

Staff has determined the below findings of fact for the PZHHC's consideration and review:

- 1. The use is not injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood; Circle one; Yes/No/Not Applicable (N.A.), Explain:**
Yes.
- 2. The use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district; Yes/No/N.A.**
Yes
- 3. Adequate utilities, access roads, drainage or necessary facilities have been or will be provided; Yes/No/N.A.**
Yes
- 4. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets; Yes/No/N.A.**
NA
- 5. How is the proposed special use in harmony with the purposes, goals, objectives, policies and standards of the Village of East Dundee Comprehensive Plan, the Zoning Ordinance, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice, by the Village?** The 2002 Commercial Development comp. plan goal states: "To provide for an adequate and attractive commercial base to serve the needs of Village residents". This aligns with the proposed special use.

Based on the information contained in the application and the testimony and evidence presented at the public hearing, the Planning and Zoning & Historic Commission voted on the approval of these findings of fact and the requested special use(s) resulting in the following vote:

____ ayes ____ naves ____ absent ____ abstain

Date: _____

Signature: _____
Chair, Planning and Zoning & Historic Commission

East Dundee and Countryside Fire Protection District

401 Dundee Ave,
East Dundee IL 60118



www.edfire.com
fireprevention@edfire.com

201 Christina Dr. East Dundee, IL 60118 (GT Man Cave)

To: Planning and Zoning & Historic Commission (PZHC)
From: Marc Quattrocchi / Fire Marshal East Dundee Fire District
CC: Chris Ranieri, Village of East Dundee Building Inspector
Franco Bottalico, Assistant to the Village Administrator / Deputy Village Clerk
Date: November 30, 2023
Re: 201 Christina Dr. East Dundee, IL 60118 (GT Man Cave)

PZHC:

The East Dundee Fire District would like to notify the committee that we have been working with Palumbo Management since December of 2022 regarding the remodel of Palumbo Management's office space located at 201 Christina Dr. into what is known today as GT Man Cave. GT Man Cave is a 17,000 sq ft auto museum with a combined first-floor corporate office space and 2nd floor Assembly style mezzanine, which overlooks the auto museum portion. The Fire District would like to inform the committee that Palumbo Management has gone above and beyond to follow and adhere to all Fire and Life Safety Codes, including local Fire District Ordinances for this space.

Palumbo Management has installed, inspected, and passed.

- An upgraded NFPA13-compliant sprinkler system with adequate coverage for all portions of the suite.
- An approved-sized elevator that will adequately fit a Fire District stretcher with an NFPA-compliant Smoke Detection and Fire Alarm recall system.
- An adequately sized interior set of stairs capable of handling Emergency Medical Services and Fire operations in the event of elevator malfunction.
- A newly installed exterior Fire Escape on the East Side of the 2nd floor provides emergency egress for all patrons on the 2nd floor.
- A Tox Alert Carbon Monoxide (CO₂), Carbon Dioxide (CO), and Nitrogen Dioxide (NIO) Monitoring System.
 - In the event of higher-level detection, activate an exhaust fan to include the opening of newly installed louvers to assist in ventilation. This gas detector upon dangerous reading levels, sends an alert to the fire alarm panel to dispatch the Fire District.

East Dundee and Countryside Fire Protection District

401 Dundee Ave,
East Dundee IL 60118



www.edfire.com
fireprevention@edfire.com

- The Fire District has calculated the Occupancy Load for this newly renovated space at **350 persons**. This is to include a 200-person maximum in the Mezzanine area with a separate posted occupancy sign.

The Fire District's opinion is that Palumbo Management has taken all steps and precautionary measures necessary to host a safe environment for any private event that is planned. The Fire District gives Palumbo Management its full support for their planned use of this space.

Sincerely,

A handwritten signature in black ink, appearing to read "M. Quattrocchi".

Marc Quattrocchi, Fire Marshal

State of Illinois)
Counties of Cook and Kane) SS
Village of East Dundee)

NOTICE OF PUBLIC HEARING

Notice is hereby given that the Planning and Zoning & Historic Commission of the Village of East Dundee will hold a public hearing on December 7, 2023, at 6:00 P.M. at the East Dundee Police Station 2nd Floor Meeting Room, 115 E. 3rd Street, East Dundee, Illinois, to consider the following request:

A request for a special use to allow for a banquet hall, as described in Section 157.065(A)(1)(d)(2) of the Zoning Ordinance, per Ordinance Number 23-24, located at 201 Christina Drive, East Dundee, IL, 60118 in the M-1 Limited Manufacturing District.

PIN: 03-25-150-002

Legal Description:

LOT 2 OF TERRA BUSINESS PARK SUBDIVISION BEING A SUBDIVISION OF PART OF SECTION 24 AND SECTION 25, TOWNSHIP 42 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED DECEMBER 26, 2007 AS DOCUMENT NUMBER 2007K124883, IN KANE COUNTY, ILLINOIS.

All interested persons will be given an opportunity to be heard. Any questions regarding this public hearing process may be directed to Franco Bottalico, 120 Barrington Avenue, East Dundee, Illinois, 60118 via email at FBottalico@eastdundee.net, or by phone at 224-293-7102. Published in Daily Herald November 10, 2023 (4607914)

CERTIFICATE OF PUBLICATION

Paddock Publications, Inc.

**Fox Valley
Daily Herald**

Corporation organized and existing under and by virtue of the laws of the State of Illinois, DOES HEREBY CERTIFY that it is the publisher of the **Fox Valley DAILY HERALD**. That said **Fox Valley DAILY HERALD** is a secular newspaper, published in Elgin, Kane County, State of Illinois, and has been in general circulation daily throughout Kane County, continuously for more than 50 weeks prior to the first Publication of the attached notice, and a newspaper as defined by 715 ILCS 5/5.

I further certify that the **Fox Valley DAILY HERALD** is a newspaper as defined in "an Act to revise the law in relation to notices" as amended in 1992 Illinois Compiled Statutes, Chapter 715, Act 5, Section 1 and 5. That a notice of which the annexed printed slip is a true copy, was published 11/10/2023 in said **Fox Valley DAILY HERALD**. This notice was also placed on a statewide public notice website as required by 5 ILCS 5/2.1.

BY

Danula Baltz

Designee of the Publisher of the Daily Herald

Control # 4607914



State of Illinois)
Counties of Cook and Kane) SS
Village of East Dundee)

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CERTIFICATE OF PUBLICATION

Paddock Publications, Inc.

Northwest Suburbs **Daily Herald**

Corporation organized and existing under and by virtue of the laws of the State of Illinois, DOES HEREBY CERTIFY that it is the publisher of the **Northwest Suburbs DAILY HERALD**. That said **Northwest Suburbs DAILY HERALD** is a secular newspaper, published in Arlington Heights, Cook County, State of Illinois, and has been in general circulation daily throughout Cook County, continuously for more than 50 weeks prior to the first Publication of the attached notice, and a newspaper as defined by 715 ILCS 5/5.

I further certify that the **Northwest Suburbs DAILY HERALD** is a newspaper as defined in "an Act to revise the law in relation to notices" as amended in 1992 Illinois Compiled Statutes, Chapter 715, Act 5, Section 1 and 5. That a notice of which the annexed printed slip is a true copy, was published 11/10/2023 in said **Northwest Suburbs DAILY HERALD**. This notice was also placed on a statewide public notice website as required by 5 ILCS 5/2.1.

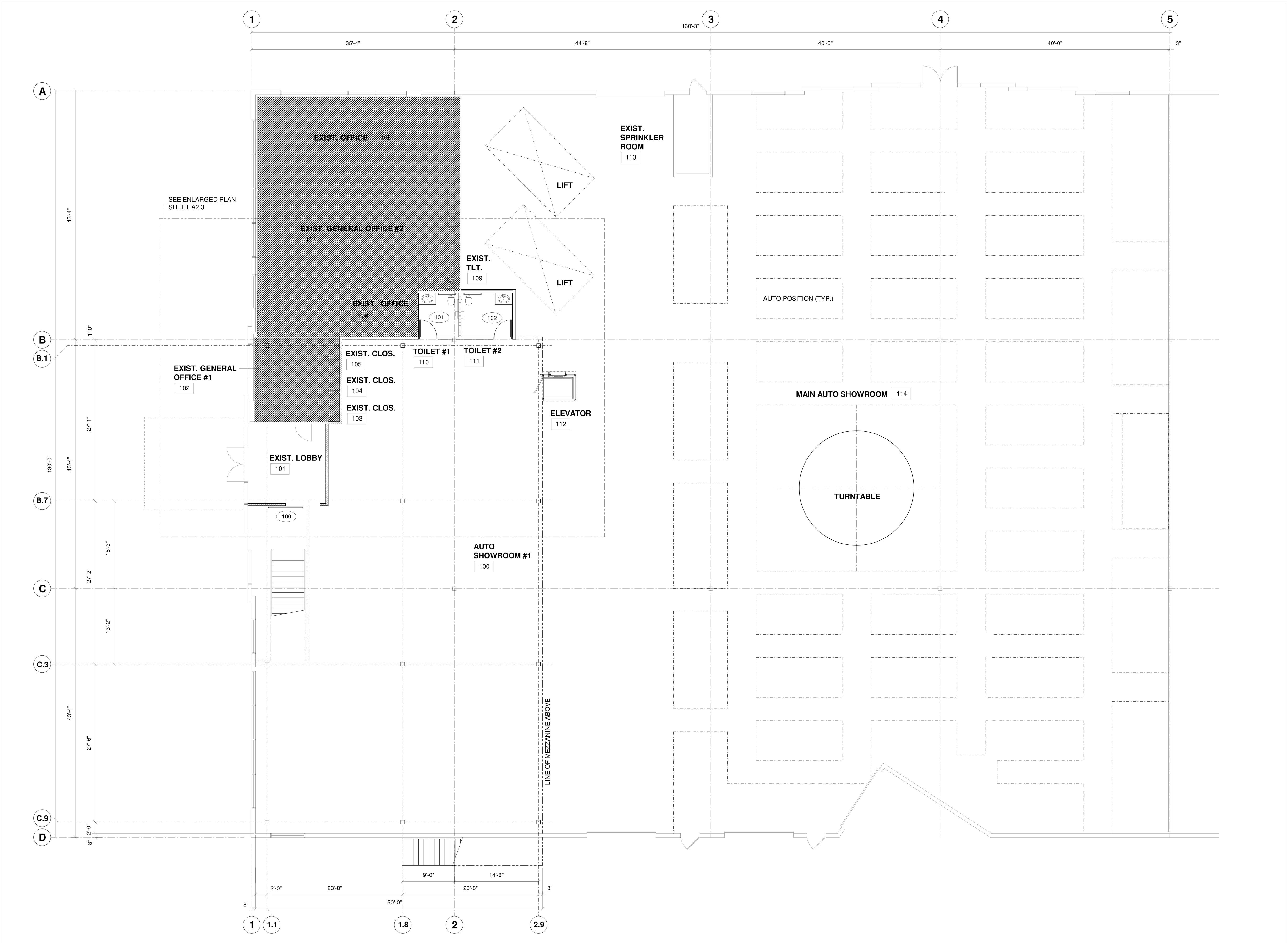
BY

Danula Baltz

Designee of the Publisher of the Daily Herald

Control # 4607914





EXPIRES 11/30/2024

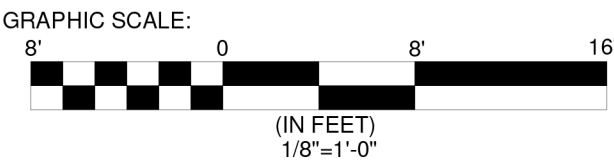
OWNER/TENANT

ARCHITECT:



CONSULTANT:

GENERAL CONTRACTOR:



KEY PLAN

REV	DATE	DESCRIPTION
01-27-23	ISSUED FOR PERMIT	
01-16-23	PROGRESS SET	

PROJECT NAME: REMODELING FOR:
PALUMBO
Magnum Opus
201 CHRISTINA DRIVE
EAST DUNDEE, ILLINOIS

SHEET TITLE:

GROUND FLOOR PLAN

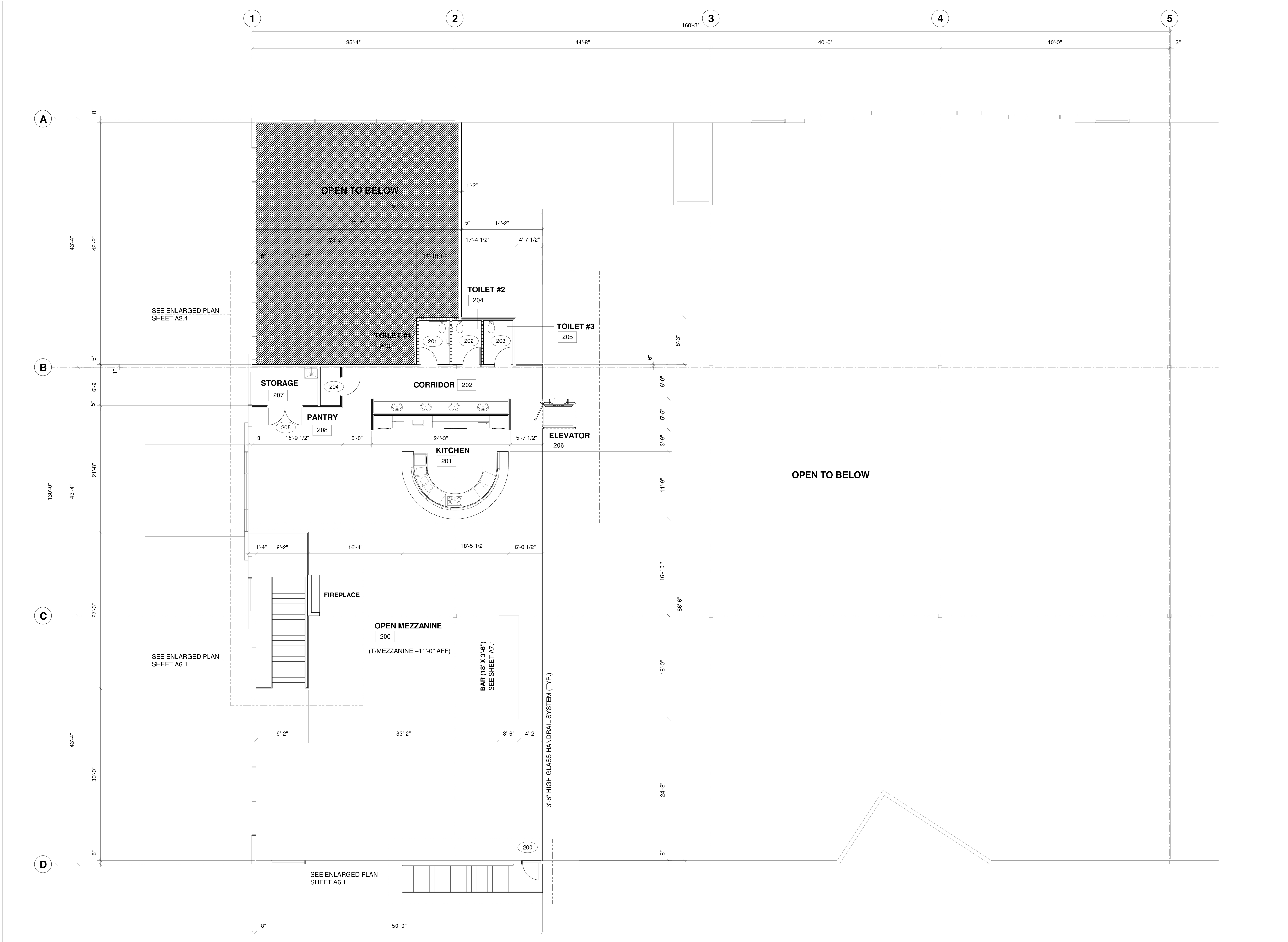
PROJECT NO: 22218

DATE: 01-27-23

SHEET NUMBER:

A2.1





EXPIRES 11/30/2024

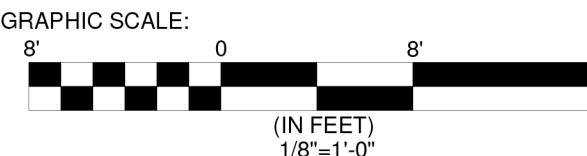
OWNER/TENANT

ARCHITECT:



CONSULTANT:

GENERAL CONTRACTOR:



KEY PLAN

REV	DATE	DESCRIPTION
01-27-23	ISSUED FOR PERMIT	
01-16-23	PROGRESS SET	

PROJECT NAME: REMODELING FOR:
PALUMBO
Magnum Opus
201 CHRISTINA DRIVE
EAST DUNDEE, ILLINOIS

SHEET TITLE:
MEZZANINE FLOOR PLAN

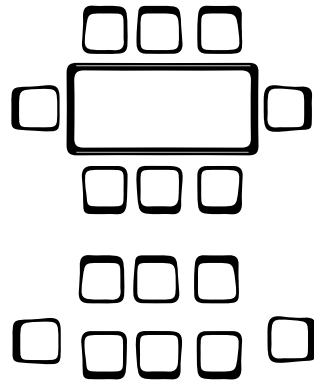
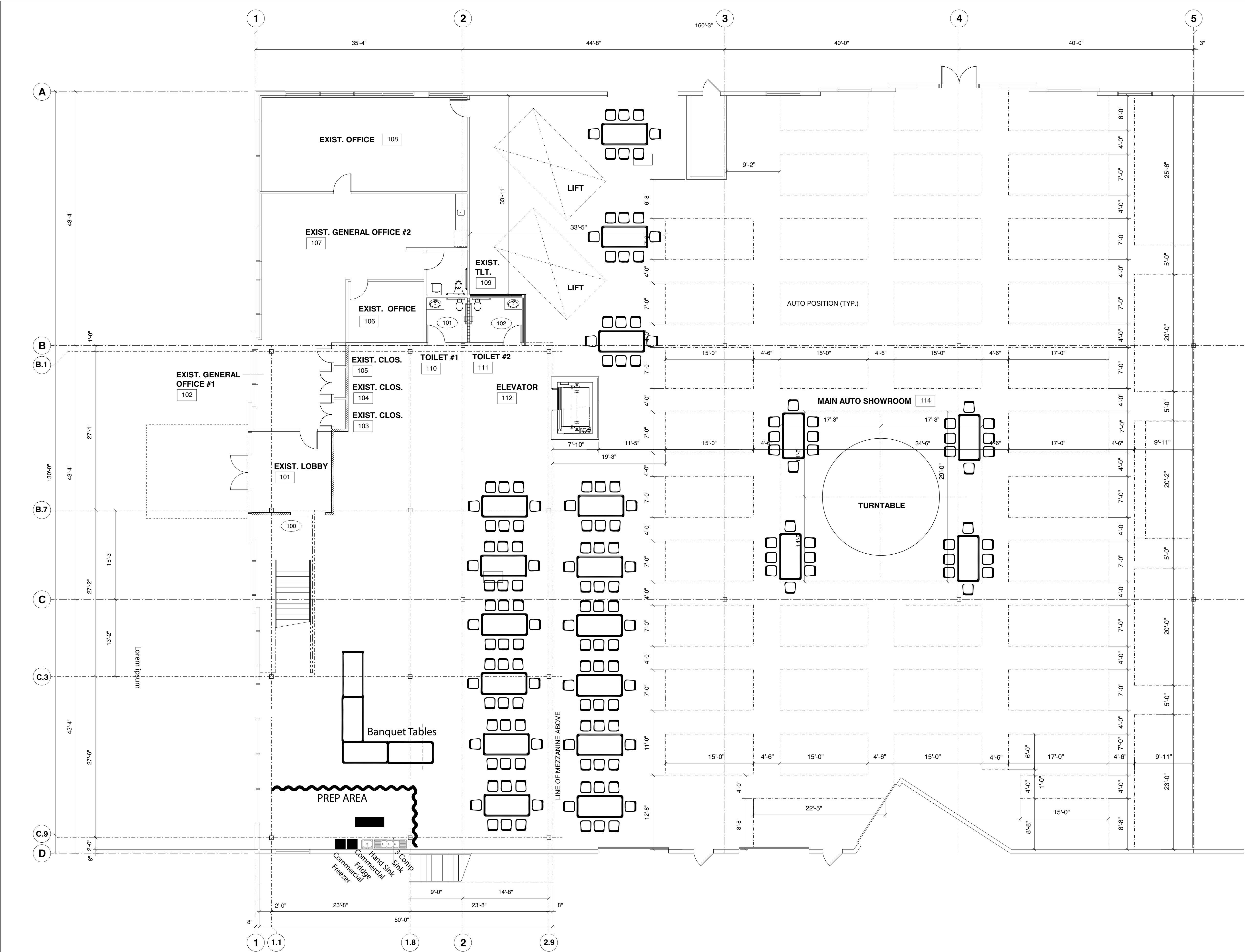
PROJECT NO: 22218

DATE: XX-XX-XX

SHEET NUMBER:

A2.2



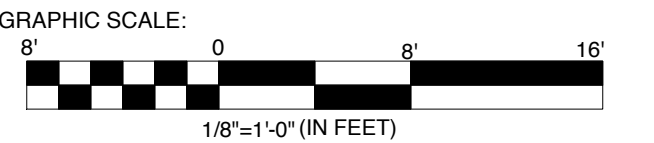


OWNER/TENANT

ARCHITECT:

CONSULTANT:

GENERAL CONTRACTOR:



KEY PLAN

REV	DATE	DESCRIPTION
01-27-23	ISSUED FOR PERMIT	
01-16-23	PROGRESS SET	

PROJECT NAME: **REMODELING FOR: PALUMBO GT CAVE**
201 CHRISTINA DRIVE
EAST DUNDEE, ILLINOIS
GROUND FLOOR PLAN

PROJECT NO: **22218**

DATE: **01-27-23**

SHEET NUMBER: **A2.1**



1. ARCHITECTURAL SITE PLAN IS PROVIDED AS A REFERENCE ONLY. SEE CIVIL DRAWINGS FOR ANY DIMENSIONS.

1. ALL ACCESSIBLE PARKING SPACES AND ACCESS ISLE SURFACES SHALL BE A LEVEL SURFACE NOT EXCEEDING 1:50 (2%) IN ALL DIRECTIONS

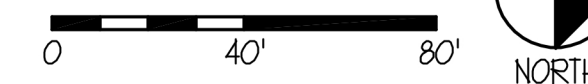
1. ALL BUILDING DOORS SHALL BE ACCESSIBLE - PROVIDE MAX. SLOPE OF 1:20 BETWEEN ALL CURB CUTS AND BUILDING DOORS ALONG ACCESSIBLE ROUTES

PROJECT DATA	
LOT AREA:	4/-43 ACRES
BUILDING AREA:	
FUTURE OFFICE	8,540 SQ. FT.
WAREHOUSE	<u>42,903 SQ. FT.</u>
TOTAL:	51,443 SQ. FT.
TOTAL REQUIRED PARKING:	
OFFICE (1/250 SF)	35 STALLS
WAREHOUSE (1/EMPLOYEE)	<u>61 STALLS</u>
TOTAL:	96 STALLS
TOTAL PROVIDED PARKING:	
STANDARD	94 STALLS
HANDICAPPED	<u>6 STALLS</u>
TOTAL:	100 STALLS

The site plan shows a rectangular building footprint with a total width of 576.92' and a total depth of 192.04'. The building is situated between Christina Drive to the north and Plate Drive to the west. The plan includes the following details:

- Streets:** Christina Drive (north), Plate Drive (west), and an unnamed street to the south (591' wide).
- Building Dimensions:** Overall width is 576.92'. The building depth is 192.04'. A parking area to the north is 81'-6" deep. A parking area to the south is 81'-7" deep. A parking area to the west is 48'-12" wide.
- Units and Rooms:**
 - UNIT A:** 10,362 S.F. (highlighted in yellow)
 - UNIT B:** 10,267 S.F. (highlighted in yellow)
 - UNIT C:** 10,233 S.F. (Proposed Office/Warehouse 5,143 S.F.)
 - UNIT D:** 10,233 S.F.
 - UNIT E:** 10,272 S.F.
 - SPRINKLER RM.:** 98 S.F.
 - PROPOSED OFFICE:** 1,000 S.F. (multiple locations)
 - PROPOSED OFFICE:** 4,131 S.F.
- Other Features:**
 - DTL 1:** 5' SP-10
 - DTL 2:** 5' SP-10
 - DTL 3:** 5' SP-10
 - DTL 4:** 5' SP-10
 - DTL 5:** 5' SP-10
 - 36'-0"x11'-0" TRASH ENCLOSURE**
 - 24'-0"x11'-0" TRASH ENCLOSURE**
 - 13'-10" VERIFY W/ CIVL**
 - 85'-0" VERIFY W/ CIVL**
 - 179.35'** (dimension along the south boundary)
 - 432.97'** (dimension along the south boundary)
 - 286.72'** (dimension along the east boundary)

SCALE: 1" = 40'-0"



6'-0"

6'-0" H. CEDAR PRIVACY FENCE, STAIN ALMOND COLOR

MIN. 4" TOP & BOTTOM RAIL

4'-0" D. CONC. PIER

6" CONC. SLAB

6'-0" H. CEDAR PRIVACY FENCE, STAIN ALMOND COLOR
 MIN. 4" TOP & BOTTOM RAIL
 6'-0" CONC. SLAB
 4"-Ø D. CONC. PIER

SCALE: 1/8" = 1'-0"

6'-0" H. CEDAR PRIVACY FENCE, STAIN ALMOND COLOR

MIN. 4" TOP & BOTTOM RAIL

6'-0" D. CONC. PIER

6' CONC. SLAB

SCALE: 1/8" = 1'-0"

Technical drawing of a "RESERVED PARKING" sign with a wheelchair symbol. The sign is rectangular with rounded corners and a double border. It features the text "RESERVED PARKING" in large, bold, sans-serif capital letters. Below the text is a square containing a wheelchair symbol. Dimensions are provided in inches: overall width is 12 inches, overall height is 18 inches. The sign is divided into sections with specific dimensions: 5 inches for the top text area, 3 inches for the bottom text area, 3 inches for the left side of the symbol, and 3 inches for the right side of the symbol. A 6-inch square is defined for the symbol area. The sign is labeled with "GREEN NON-REFLECTORIZED" for the top text area, "BLUE NON-REFLECTORIZED" for the bottom text area, and "WHITE REFLECTORIZED" for the symbol area. The drawing is labeled "S&W P1-6" at the bottom.

SCALE: NONE

SCALE: NONE

ORDINANCE NUMBER 23- 24

AN ORDINANCE OF THE VILLAGE OF EAST DUNDEE, COOK AND KANE COUNTIES, ILLINOIS, AMENDING VARIOUS SECTIONS OF THE VILLAGE OF EAST DUNDEE VILLAGE CODE REGARDING BANQUET HALLS.

WHEREAS, the Village of East Dundee ("Village") is a home rule unit of local government pursuant to Section 6 of Article VII of the Constitution of the State of Illinois, and has the authority to exercise any power and perform any function pertaining to its government and affairs; and

WHEREAS, the Village desires to amend the Village of East Dundee Village Code ("Village Code") to provide rules and regulations relating to banquet halls; and

WHEREAS, the President and Board of Trustees have determined it to be in the best interest of the Village to amend the Village Code to allow for banquet halls under certain circumstances; and

NOW THEREFORE BE IT ORDAINED BY THE VILLAGE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF EAST DUNDEE, COOK AND KANE COUNTIES, ILLINOIS, AS FOLLOWS:

SECTION 1: Incorporation. That the recitals above shall be and are hereby incorporated as Section 1 as if restated herein.

SECTION 2: Amendments. That the Village Code is hereby amended as follows, with additions underlined and deletions struck through:

AMENDMENT ONE:

Section 116.01 of the Village Code, entitled "Definitions" is hereby amended:

BANQUET HALL. A business conducted on premises at which the exclusive activity is the ~~eatering~~ hosting of private ~~events parties where there is service for~~ with food and/or beverage consumption ~~at tables of a full multiple course meals at a prearranged, fixed unit price, hors d'oeuvres, buffet or smorgasbord,~~ and at which alcoholic liquor may ~~or may not~~ be served or sold incidental to such ~~food~~ services, provided that each of such private ~~parties~~ event is prearranged under the sponsorship of a particular person or organization.

AMENDMENT TWO:

Section 157.050(F)(1) of the Village Code, entitled "General Requirements; Allowable Use of Land or Buildings; Allowable Uses Table" is hereby amended to add or amend the following uses in their proper alphabetical order:

Allowable uses of land and buildings: P: Permitted by-right S: Permitted by special use permit	Downtown Business District (B-1)	Community Business District (B-2)	Service Business District (B-3)	Automotive Service Business District (B-4)	Office District (O-D)
<i>(d) Clubs, restaurants, taverns and lodging uses.</i>					
<i>1. Clubs, lodges and meeting halls.</i>					

<i>2. Restaurants, specialty foods and taverns.</i>					
<u>Banquet Hall</u>	<u>S</u>	<u>S</u>	<u>S</u>	<u>S</u>	
Brew pub	P	P	P		
Delicatessen	P	P	P	P	S
Ice cream shop	P	P	P	P	S
Restaurant – no live entertainment or dancing	P	P	P	P	S
Restaurant - with live entertainment or dancing	S	S	S	P	
Restaurant - drive-in or drive-through facilities		S	S	P	
Taverns	P	P	P		S

AMENDMENT THREE:

Section 157.065(A)(1) of the Village Code, entitled “General Requirements; Allowable Use of Land or Buildings; Allowable Uses Table” is hereby amended to add or amend the following uses in their proper alphabetical order:

Allowable uses of land and buildings: P: Permitted by-right S: Permitted by special use permit	Limited Manufacturing District (M-1)	Limited Manufacturing District (M-2)
<i>(d) Clubs, restaurants, taverns and lodging uses.</i>		
1. <i>Clubs, lodges and meeting halls</i>		
2. <i>Restaurants, specialty foods and taverns</i>		
<u>Banquet Hall</u>	<u>S</u>	<u>S</u>
Restaurant – no live entertainment or dancing	P	P
Restaurant - with live entertainment or dancing	P	P
Restaurant - drive-in or drive-through facilities	P	P
Taverns	P	P

SECTION 3: Continuation. That all provisions of the Village Code not amended herein shall remain in full force and effect.

SECTION 4: Severability. That if any Section, paragraph or provision of this Ordinance shall be held to be invalid and unenforceable for any reason, the invalidity or unenforceability of such Section, paragraph or provision shall not affect any of the remaining provisions of this Ordinance.

SECTION 5: Repeal. That all ordinances, resolutions, motions or parts thereof in conflict with this Ordinance shall be hereby repealed.

SECTION 6: Effect. That this Ordinance shall be in full force and effect upon its adoption, approval and publication in pamphlet form as provided by law.

PASSED this 15th day of May 2023 pursuant to a roll call vote as follows:

AYES: Mahony, Kunze, Saviano, Brittin, Treiber and Sauder

NAYES: Ø

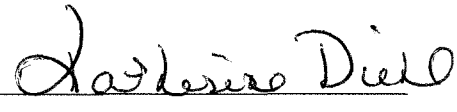
ABSENT: Ø

APPROVED by me this 15th of May 2023.



Jeffrey Lynam, Village President

ATTEST:



Katherine Diehl, Village Clerk

Memorandum



To: Planning and Zoning & Historic Commission
From: Caleb Haydock, Management Intern
Subject: Parking Minimum Requirements in East Dundee
Date: December 07, 2023

PZHC Action Requested:

Staff Requests the PZHC to discuss the topics laid out in this memo and provide direction on how to proceed regarding parking reform research and potential recommendations to the Village Board.

Summary:

At summary of the October 16th, 2023, Village Board meeting, Staff was instructed to investigate the benefits and challenges of lifting parking minimums within the East Dundee Municipal Code. Some Board members expressed concerns about the idea as the Village is already considering the design and development of a two-story parking garage within the B-1, downtown district. The are concerns that the removal of any parking minimum requirements would be counterintuitive. Therefore, the Board wanted additional research brought forth to the PZHC for official vetting and consideration to see if any unified vision could be reached.

First, the proposed development of a two-story parking garage is expected to significantly enhance accessibility for East Dundee residents, business owners, and visitors alike. In 2021, a memo was drafted by the Village Engineer to provide an overview and assessment of available downtown parking in East Dundee (*Attached*). The study found as of November 12, 2021, there were 573 available parking spaces within East Dundee's B-1 District. Further, the study found that while there were only 402 spaces required by code, the total parking needed within the district was 832 spaces. Therefore, the downtown was actually short approximately 259 parking spaces. According to the study's calculations, the new parking garage would add 187 spaces to the downtown district, making the remaining parking spaces needed to be about 72. This total does not include approximately 100 spaces which become available after-hours on River Street when office buildings are closed. Overall, Staff considers the garage a step towards adequate parking in the downtown area that will help reduce traffic congestion and illegal parking (Wilson, p. 2, para. 2).

Currently, East Dundee’s municipal code addresses parking minimums in Sections 157.140 - 157.150 (“Off Street Parking”). Off-street parking requirements are also listed in sections outlining the various district types such as 157.051 (“B-1, Downtown Business District”) and 157.052 (“B-2, Community Business District”). Generally, East Dundee requires “one parking space per 200 square feet of floor area” for retail stores (Sec. 157.150(T)) and does not allow any off-street parking already in existence to be removed or altered (Sec. 157.140(A)). The size of each space is required to be at least 9 ft. by 18 ft. and have a vertical clearance of at least 7 ft. (Sec. 157.146).

Parking in the B-1, Downtown Business District is required after factoring in the following floor area exemptions (Sec. 157.051(K)(2)(a)) - Sec. 157.051(K)(2)(d))):

Retail Stores/Facilities	Business/Professional Offices	Food/Refreshment Establishments	Educational Services
First 2,500 Sq. Ft. on 1 st Floor	First 1,500 Sq. Ft. on 1 st Floor	First 2,000 Sq. Ft. on 1 st Floor	-
First 3,500 Sq. Ft. on any other floor of an existing building	First 3,000 Sq. Ft. on any other floor of an existing building	First 2,500 Sq. Ft. on any other floor of an existing building	First 2,500 Sq. Ft. on any floor of an existing building

B-1 establishments are exempt from the required parking if the calculation of total spaces is 10 or less (Sec. 157.051(K)(1). There is some ambiguity in the code, however, if these calculations take place before or after the floor area exemptions. If an establishment cannot provide necessary parking, they are required to contribute an amount equal to 50% of the actual costs of each space, which goes to a special fund that maintains existing downtown parking (Sec. 157.051(K)(5)). Currently, the B-1

district is the only district with special exemptions, but any development can apply for a variance in East Dundee, regardless of what district it is located in. Section 157.150 further defines the number of off- street parking spaces required, depending on the type of building and its use (*Attached*).

It is worth noting that nearby municipalities have maintained their minimum parking requirements as well:

	East Dundee	St. Charles	Carpentersville	West Dundee	Schaumburg	Hoffman Estates
Restaurants / Bars	1 space / 150 sq. ft.	10 spaces / 1,000 sq. ft.	1 space / 100 sq. ft.	1 space / 3 patron seats	6-16 spaces / 1,000 sq. ft.	14.5 – 24.1 spaces / 1,000 gross sq. ft.
General Retail	1 space / 200 sq. ft.	4 spaces / 1,000 sq. ft.	1 space / 300 sq. ft.	1 space / 200 sq. ft.	4 spaces / 1,000 sq. ft.	4 – 5.3 spaces / 1,000 gross sq. ft.
Exemptions	B-1 District	CBD-1 & CBD-2	No Exemptions	No Exemptions	Existing spaces = 85% of required spaces.	Case-by-case basis

Some municipalities have also been considering parking reform and have used government tools such as public surveys and pilot programs to gather information. Oak Park is a notable example as they created a parking regulations pilot program in 2019 that eventually lead to a parking reform Ordinance in March 2023 (*Attached*). These reforms included standardized parking limits, metered parking at select locations, pay-by-plate parking, permit parking, and graduated payment methods.

In general, parking spaces can range anywhere from \$5,000 - \$80,000 depending on

the type of surface lot (Coren, para. 14). While there is evidence to suggest that lifting minimum parking requirements (MPRs) can be beneficial for business developments, any haphazard changes to the code could create confusion or unforeseen challenges for future growth. “Smaller cities may not have the same congestion issues or transit alternatives as big cities” but they are still looking “to promote downtown and commercial development, reduce barriers to small business growth, and encourage more housing” (Spivak, para. 11). It is also important to note, MPRs seek to address peak demand for a given area, so there are many times when required parking spaces are left unused (Shoup, p. 557, para. 3). This is especially true for communal developments such as shopping centers. In these instances, developers may be forced to provide bulk parking they won’t need most of the time.¹ As of 2017, At least 35 cities or towns in North America have eliminated citywide parking mandates (Coren, para. 25).

Conversely, adding too many parking spaces to an area could create more car density (Shoup, p. 559, para. 2), increase rental/housing costs, and even worsen water quality as rainfall lands on asphalt and then runs off into nearby waterways or storm sewers with contaminants (Spivak, para. 18). On the other hand, providing too little parking could create “spillover” on main streets such as illegal parking or traffic congestion and may diminish accessibility for key communities such as people with disabilities and older adults (Margolies, para. 24).

Moving forward, if the PZHC recommends any changes to East Dundee’s MPRs, Staff recommends it consider what potential goals the changes seek to address:

- 1) Housing affordability
- 2) New business development
- 3) Adaptative re-use / repurposing existing spaces
- 4) Maintaining Historic District guidelines

¹ The National Parking Associations agrees: <https://weareparking.org/page/land-use-zoning>

- 5) Becoming less car dependent
- 6) Increasing tourism

Further, staff recommends that the PZHC discuss what the peak demand days/hours are for parking in both the B-1 and B-2 Districts, so future conversations/projects can proceed with consistent data. Staff also recommends that the PZHC discuss a framework for payment parking and/or timed parking so there is some consensus if the Board decides to move in that direction (ie. how, when, where). A similar discussion should be had regarding ridesharing infrastructure (where Uber/Lyft vehicles can pick up). If the PZHC chooses, Staff could proceed the following ways:

- 1) Allot specific time at a future PZHC meeting for extensive Public Comment with prior notice.
- 2) Provide a policy implementation analysis to see if East Dundee can more effectively use its existing code/spaces. This could be conducted by a consultant or done internally.
- 3) Make parking reform a focus for the comprehensive planning in 2024.
- 4) Come up with a pilot program to address short-term parking issues.

While it is too early for staff to give any recommendation regarding the removal of parking minimums, there are other policy changes worth discussing. These changes include adding a “Shared parking” section to the code and revising current language to allow B-2 establishments to be in accordance with requirements when there is enough public or private parking within 300ft. Also worth discussion is the amount of square footage per parking space as well as the effects of bulking spaces together like the Village of St. Charles (10 spaces per 1,000 square ft.). These are small changes compared to lifting MPRs altogether but can be adequate short-term solutions if the PZHC and Board perceive specific problems. These options would allow the Village to put the proper time/resources into long-term reform that are congruent with future building developments.

The options are plentiful but can create additional economic problems if not tailored to specific East Dundee needs. Essentially, any form of de-regulation should require additional parking management strategies to make sure reforms are fair and resistant to local developments abusing new policies. MPRs are only one set of tools that can be used to make sure adequate parking is available. Therefore, it would be advantageous for the PZHC to make sure all options are being discussed in the next stages of research before any major changes take place.

Attachment(s):

East Dundee Code Sections 157.140-157.150; 157.051-157.052

Heinz & Associates 11/12/21 Memo

Potential Code Revisions

St. Charles Code

Carpentersville Code

West Dundee Code

Oak Park Pilot Program

East Dundee Zoning Map

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Gerald L. Heinz & Associates, Inc.

Consulting Engineers and Professional Land Surveyors

MEMORANDUM

DATE: November 12, 2021

TO: Jennifer Ramsay, Village Administrator

AT: East Dundee

FROM: Joseph D. Heinz, P.E.

SUBJECT: Downtown Parking Analysis

Job No. ED-2272

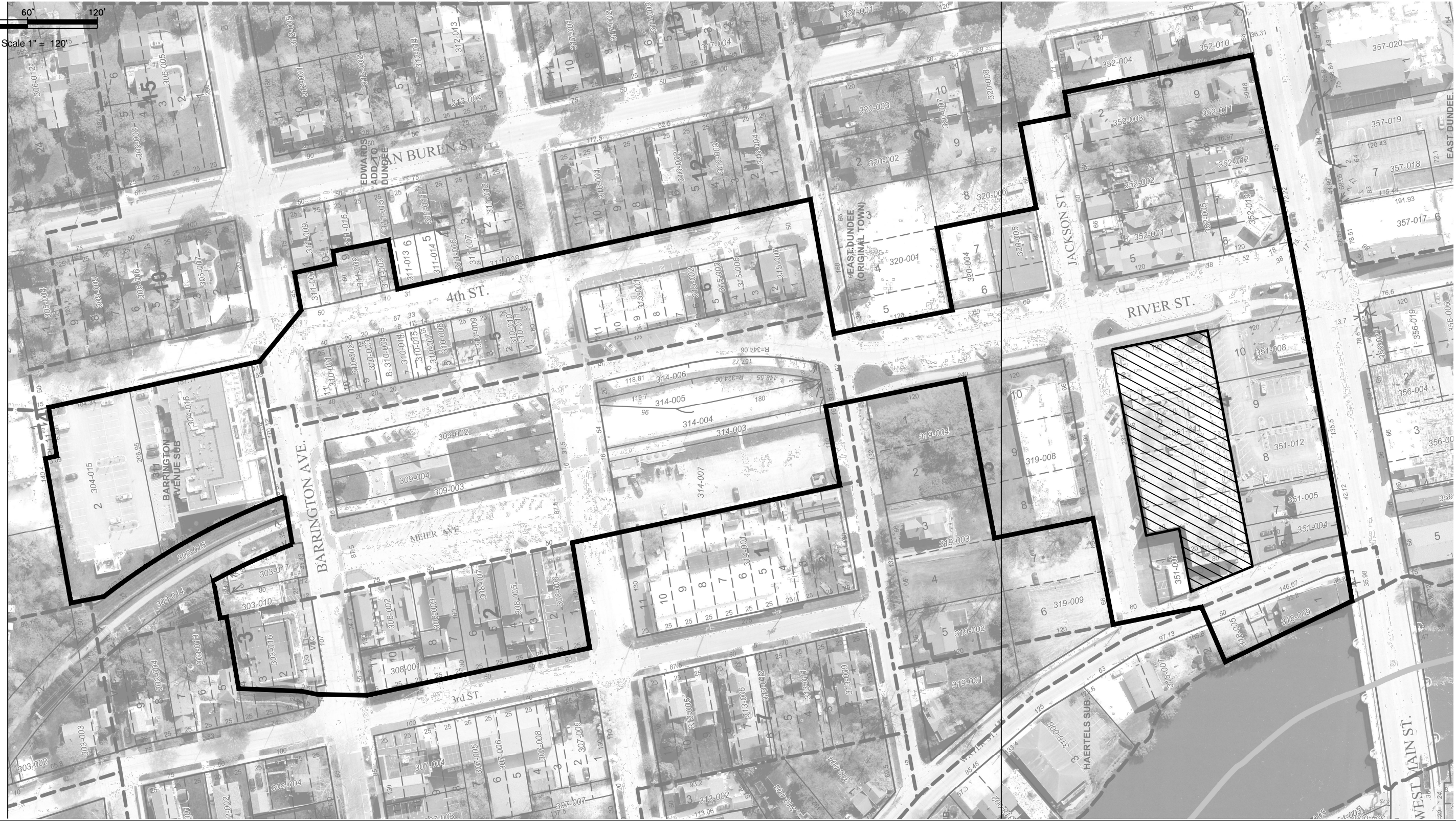
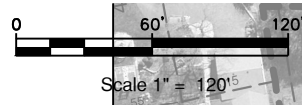
The Village has requested that we analyze the available downtown parking to determine whether or not additional parking stalls are warranted. Our first step was to determine the parking count required by code. Our study area consisted of the businesses north of Main Street and south of Barrington Avenue. A map is attached showing the study area for determining parking requirements.

The downtown business district lies within the B1 zoning district. The parking requirement is 1 space per 200 square feet of floor area for all uses. The B1 zoning district only requires off-street parking if the calculated required parking spaces is 10 or more. There is also a floor area exemption which varies by use and floor level. Attached is a spreadsheet showing the calculated business areas along with calculations for required and provided parking stalls. We calculated that 402 spaces are to be required off-street. Many businesses are not required to provide off-street parking since the calculated requirement is under 10. To better determine total parking needs, we provided parking calculations without the exemptions and minimum stall requirement. The total parking need in the downtown business district without any exemptions is 832 spaces. There are 544 available on-street and off-street parking spaces with an additional 29 stalls along Van Buren Street from Jackson Street to Barrington Avenue, for a total of 573 stalls. Therefore, the calculated shortfall is 259 spaces.

As a possible site, we looked at the gravel lot at the southeast corner of River Street and Hill Street. A surface parking lot could accommodate approximately 83 spaces. We estimate that the parking lot would cost around \$475,000 to design and construct. A two-level parking structure on the same lot could accommodate approximately 146 spaces. In general, a parking structure in this area costs approximately \$37,700 per stall to design and construct, or in this case \$5,500,000. Please note that the estimates do not include land acquisition costs.

The additional 146 spaces reduce the shortfall to 113 spaces. The 200 block of River Street consists mainly of offices which would typically be closed during peak hours for the other businesses within the area. The calculated required spaces for this block is 100 spaces which brings the total count closer to the calculated need, or 13 stalls short.

Please let us know if you have any questions on this matter.



GERALD L. HEINZ & ASSOCIATES, INC.
CONSULTING ENGINEERS & LAND SURVEYORS
206 NORTH RIVER STREET
EAST DUNDEE, ILLINOIS 60118

NO.	DATE	REVISIONS	

DOWNTOWN PARKING
STUDY AREA

VILLAGE OF
EAST DUNDEE

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DATE:	11/11/2021
JOB NO.:	ED-2272
SCALE:	1" = 120'
SHEET	1 OF 1

Village of East Dundee

Downtown Parking Evaluation

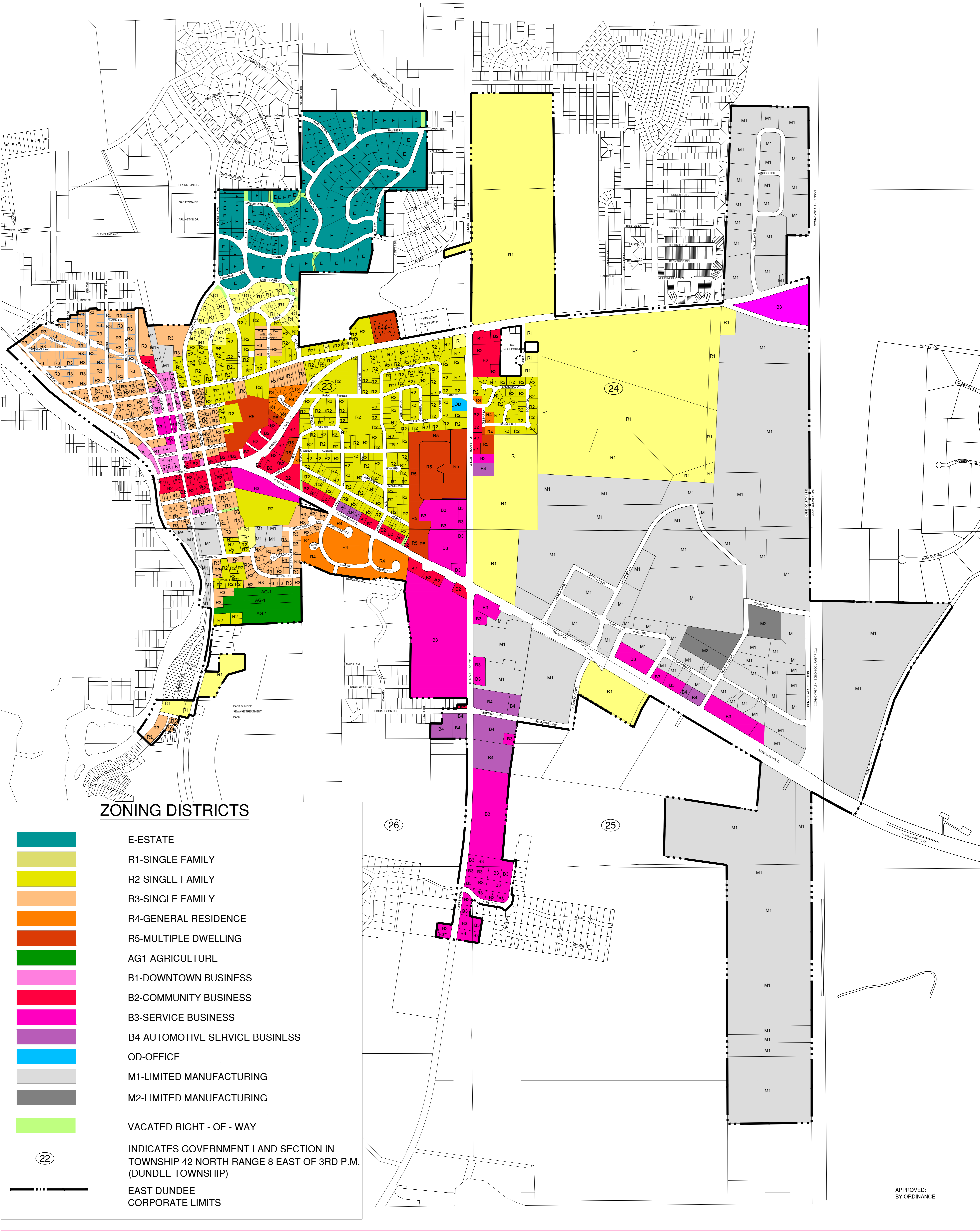
Address	Area, Sq.Ft.	Area Exception, Sq.Ft.	Area, Sq.Ft.	Residential Units	Spaces Req'd per Code	Space Req'd w/o Exception	Spaces Available	Notes
311 Barrington	15570	2000	13570		68	78	79	
	890		890	10	10	14		2nd Floor Patio Area
215 Barrington Ave	1380	2000	0		0	7	3	
211 Barrington Ave	1785	2500	0		0	9	2	
207 Barrington Ave	450	2500	0		0	2	10	
315 E. Fourth St.	1882	2500	0		0	9	6	
326 & 324 N. River St.	1390	2500	0		0	7	70	
2nd floor	1390	3500	0		0	7		
322 N. River St.	1252	1500	0		0	6		
2nd floor				1	1	1		
320 N. River St.	1308	1500	0		0	7		
2nd floor	1308	3000	0		0	7		
318 N. River St.	1370	2500	0		0	7		
2nd floor				1	1	1		
316 N. River St.	1258	2000	0		0	6		
2nd floor	1258		1258		0	6		
314 N. River St.	1187	2500	0		0	6		
2nd floor	1187		1187		0	6		
312 N. River St.	960	1500	0		0	5		
2nd floor				1	1	1		
310 N. River St.	4111	2000	2111		11	21		
2nd floor				1	1	1		
308 & 306 N. River St.	2700		2700		14	14		
304 N. River St.	1707	2000	0		0	9		
2nd floor				2	2	2		
302 N. River St.	1265	2000	0		0	6		
2nd/3rd floor				4	4	4		
319 N. River St.	2165	2000			0	11		
202 Barrington Ave.	1635	1500			1	8	55	
2nd floor	1500	3000			0	8		
325 Meier St.	5213	2000	3213		16	26		
2nd floor	970	2500	0		0	5		
319 Meier St.	2773	1500	1273		0	14		
2nd floor				1	1	1		
309 Meier St.	11976	2000	9976		50	60	36	Anvil Gravel Lot
2nd floor	9923	2500	7423		37	50		
220 N. River St.	6020	1500	4520		23	30	65	
2nd floor	5350	3000	2350		12	27		
212 N. River St.	275	2500	0		0	1		
210 N. River St.	979	2500	0		0	5		
2nd floor	979	1500	0		0	5		
206 N. River St.	1624	1500	124		0	8		
2nd floor	995	3000	0		0	5		
202 N. River St.	2290	2500	0		0	11		
2nd floor	1500	3500	0		0	8		
112 Railroad St.	300	2000	0		0	2	45	Village Parking Lot
104 N. River St.	5362	2500	2862		14	27	41	
102 N. River St.	4659	2000	2659		13	23		
2nd floor	1716	2500	0		0	9		
7 Jackson St.	8777	2000	6777		34	44		

Address	Area, Sq.Ft.	Area Exception, Sq.Ft.	Area, Sq.Ft.	Residential Units	Spaces Req'd per Code	Space Req'd w/o Exception	Spaces Available	Notes
312 Jackson St.	2300	2000	300		2	12	46	
310 Jackson St.	5400	2000	3400		17	27		
2nd floor	850	3500	0		0	4		
10 N. River St.	13705	2000	11705		59	69		
2nd floor	1277	2500	0		0	6		
307 E. Main St.	1625	1500	125		1	8		
2nd floor	1440	3000	0		0	7		
305 E. Main St.	3900	2500	1400		7	20		
15 E. Main St.	824	2000	0		0	4	77	
7 E. Main St.	2085	1500	585		0	10		
5 E. Main St.	2054	2000	54		0	10		
				4	4	4		
68 Water St.	816	2500	0		0	4		
1 E. Main St.	2625	2500	125		1	13	9	
Van Buren St. Parking							29	Street Parking Stalls
				TOTALS	402	832	573	

Date: 11-10-2021



OFFICIAL ZONING MAP



§ 157.051 B-1, DOWNTOWN BUSINESS DISTRICT.

(A) *Purpose.* The zoning regulations for this zoning district shall recognize the historic significance, spatial layout, yard and parking limitations of the original downtown business district.

(B) *Permitted uses.* See § 157.050(F).

(C) *Accessory uses.* See § 157.050(F).

(D) *Special uses.* See § 157.050(F).

(E) *Temporary uses.* See § 157.050(F).

(F) *Lot size requirements.* With the exception of planned unit developments, a separate ground area, herein call the zoning lot, shall be designated, provided and continuously maintained for each structure containing a permitted use or special use.

(1) Minimum lot area: not less than 2,000 square feet; and

(2) Minimum lot width: not less than 20 feet at the front building line.

(G) *Yard requirements.*

(1) Front yard or setback: none required unless adjacent property has a front yard established, in which case the front yard setback shall be the average of the front yard setbacks of the buildings on the adjacent lots. A side yard adjoining a street shall be considered as a front yard.

(2) Side yard or setback: none required unless adjacent property has a side yard established, in which case the side yard setback shall not be less than the average of the side yard setbacks of the buildings on the adjacent lots.

(3) Rear yard or setback: zero feet unless the property is adjacent to a residential district then the rear yard or setback shall be eight feet.

(H) *Building standards.* Floor area ratio: not to exceed 3.0, the total floor area shall not be more than three times the total square foot area of the lot.

(I) *Building height.* Not more than 40 feet or three stories, whichever is less.

(J) *Accessory buildings.* Accessory buildings used in conjunction with the principal use on a lot, shall have a front yard of not less than 50 feet, and a side and rear yard of not less than three feet from the established lot lines. In no event shall an accessory building have a front yard of less than the front yard of the principal building located on the lot.

(K) *Off-street parking and loading.* In addition to the applicable regulations set forth in §§ 157.120 through 157.127 and 157.140 through 157.150, the following parking regulations shall apply in the B-1 district.

(1) No parking spaces shall be required unless the computation of total parking spaces pursuant to this section requires ten or more additional parking spaces for the establishment. In computing whether ten additional parking places are required, all exemptions hereinafter provided shall be first considered. If the construction or reconstruction of any building deletes existing parking spaces, they shall be counted in computing whether or not ten parking space requirement has been reached.

(2) One parking space per 200 square feet of floor area is required for each of the following categories; provided that:

(a) For retail stores and facilities providing personal and commercial services, the first 2,500 square feet of floor area on the first floor and the first 3,500 square feet of floor area on any other floor of an existing building are exempt from the parking requirement.

(b) For business and professional offices, the first 1,500 square feet of floor area on the first floor and the first 3,000 square feet of floor area on any other floor of an existing building are exempt from the parking requirement.

(c) For establishments providing for the sale and consumption on the premises of food and refreshment, the first 2,000 square feet of floor area on the first floor and the first 2,500 square feet of floor area on any other floor of an existing building are exempt from the parking requirement.

(d) For educational services, the first 2,500 square feet of floor area on any floor, except the first floor of an existing building, are exempt from the parking requirement.

(3) Residential housing units: one parking space is required per single family unit and must be provided on the property.

(4) New buildings, additions to or remodeling of existing buildings, that increase floor area, as defined herein, or a change in the permitted use of existing buildings, which increases the parking requirements pursuant to this section, shall invoke the requirements of this section. Existing parking spaces provided on the premises shall be used to satisfy new parking requirements required hereunder, except for required, on-premises residential parking. Change of use only within the same business category for parking purposes shall not impose new parking requirements on the establishment.

(5) Establishments shall provide parking in accordance with the terms of this chapter. In the event an establishment

cannot provide parking on-site or within 300 feet from the establishment, except for residential uses, the applicant shall contribute an amount equal to 50% of the actual cost of each required parking space to a special fund created by the village for the purpose of maintaining and improving existing downtown public parking, and to acquire and construct new parking facilities in the downtown area.

(6) Signs shall be required in accordance with the applicable regulations set forth in Chapter 156 of this code of ordinances.

(1981 Code, Art. VIII, B) (Ord. passed 12- -1986; Am. Ord. 87-28, passed 12-21-1987; Am. Ord. 05-33, passed 12-19-2005; Am. Ord. 06-49, passed 10-16-2006; Am. Ord. 08-23, passed 6-2-2008; Am. Ord. 10-38, passed 8-16-2010; Am. Ord. 13-10, passed 4-1-2013; Am. Ord. 17-34, passed 6-19- 2017)

§ 157.052 B-2, COMMUNITY BUSINESS DISTRICT.

(A) *Purpose.* The B-2 district is intended to provide areas to be used as the primary shopping area for residents of the village and other nearby towns, transients and for the shopping area for occupants of various business and manufacturing establishments. The district permits most all types of business and commercial enterprises, offices and service establishments. This district is normally centrally located with respect to the shopping service area and located at the convergence or along the major thoroughfares of the village.

(B) *Permitted uses.* See § 157.050(F).

(C) *Accessory uses.* See § 157.050(F).

(D) *Special uses.* See § 157.050(F).

(E) *Temporary uses.* See § 157.050(F).

(F) *Lot size requirements.* With the exception of planned unit developments, a separate ground area, herein called the zoning lot, shall be designated, provided and continuously maintained for each structure containing a permitted use or special use.

(1) Minimum lot area: 20,000 square feet.

(2) Minimum lot width: 100 feet.

(G) *Yard requirements.*

(1) Minimum yard requirements for each lot in the B-2 district shall be as follows:

(a) Minimum front yard: all structures shall maintain a setback of not less than 20 feet, plus 100% of the building height with a minimum of 35 feet from the front lot line. The first ten feet of all front yards shall be devoted to landscape materials such as sod, trees and means of ingress and egress, signs and obstructions as permitted by other provisions of this chapter.

(b) Minimum corner side yard: same as front yard.

(c) Minimum interior side yard: 20 feet combined, with one side not less than 12 feet.

(d) Minimum rear yard: 20 feet.

(e) Transition yards: where a side or rear lot line in this district coincides with a side or rear lot line in the adjacent residential district, the respective yard requirements of the residential district shall apply to the side or rear yard requirements of this district, whichever is greater.

(H) *Bulk regulations.*

(1) Maximum structure height: 30 feet or two stories whichever is less.

(2) Floor area ratio: 0.6.

(I) *Special provision.*

(1) Enclosure of operations: all business, servicing or processing shall be conducted within completely enclosed buildings, except:

(a) Off-street parking or loading; and

(b) Accessory uses when allowed by the special use procedure.

(2) No parking or roads shall be permitted in the first ten feet of the front yard.

(3) No parking or roads shall be permitted in the minimum rear yard or side yard.

(1981 Code, Art. VIII, C) (Ord. passed 12- -1986; Am. Ord. 95-21, passed 10- -1995; Am. Ord. 97-29, passed 1-12-1997; Am. Ord. 98-10, passed 5-4-1998; Am. Ord. 01-13, passed 8-20-2001; Am. Ord. 05-26, passed 11-7-2005; Am. Ord. 08-23, passed 6-2-2008; Am. Ord. 09-27, passed 9-8-2009; Am. Ord. 13-10, passed 4-1-2013)

OFF-STREET PARKING

§ 157.140 REQUIREMENT.

(A) Any off-street parking space in connection with existing buildings or structures, on the effective date of this chapter, shall not be removed, enlarged or altered, except in conformance with the requirements of this chapter.

(B) In connection with any building or structure which is to be erected or substantially altered and which requires off-street parking space, there shall be provided off-street parking space in accordance with regulations set forth hereinafter.

(1981 Code, Art. XI, B) (Ord. passed 12- -1986)

§ 157.141 USE.

Except as may otherwise be provided for the parking of trucks or for special uses required accessory off-street parking facilities, required as accessory to uses listed herein, shall be solely for the parking of passenger automobiles, patrons, occupants or employees.

(1981 Code, Art. XI, B1) (Ord. passed 12- -1986)

§ 157.142 LOCATION.

Parking spaces required for single or two-family dwelling units shall be located on the same lot as the dwelling served. Parking spaces required for all other use, except uses in the B-1 districts, which are established after the effective date of this chapter, shall be located on the same lot as the use served. Uses, other than single-family dwellings, which are in existence on the effective date of this chapter and which are subsequently altered or enlarged and new uses in the B-1 districts may be served in accordance with requirements of this chapter, by parking facilities located on land other than the lot on which the building or use served is located; provided, the facilities are located within 300 feet walking distance from the main entrance to the use served.

(1981 Code, Art. XI, B2) (Ord. passed 12- -1986)

§ 157.143 COMPUTATION.

The determination of the number of off-street parking spaces required by this chapter results in a requirement of a fractional space, any fraction of one-half or less may be disregarded, while a fraction in excess of one-half shall be counted as one parking space.

(1981 Code, Art. XI, B3) (Ord. passed 12- -1986)

§ 157.144 COLLECTIVE PROVISIONS FOR NON-RESIDENTIAL USES.

Off-street parking facilities for separate uses may be provided collectively if the total number of spaces so provided is not less than the sum of the separate requirements of each such use and if all regulations governing the location of accessory parking spaces in relation to the use served are observed. But no parking space, or portion thereof, shall serve as the required space for more than one use unless otherwise authorized in accordance with this chapter.

(1981 Code, Art. XI, B4) (Ord. passed 12- -1986)

§ 157.145 REPAIR AND SERVICE.

No motor vehicle repair work of any kind shall be permitted in parking lots. No gasoline or motor oil shall be sold in conjunction with any accessory parking facilities unless the facilities are located within a completely enclosed building, in which case gasoline and motor oil may be sold within the building to the uses of the facilities; provided that, no advertising sign is visible from outside the building; and provided further, that all gasoline pumps shall be effectively screened from view of the street.

(1981 Code, Art. XI, B5) (Ord. passed 12- -1986) Penalty, see § 157.999

§ 157.146 SIZE.

(A) A required off-street parking space shall be at least nine feet in width and at least 18 feet in length, exclusive of access drives, aisles, ramps, columns and office or work area.

(B) The space shall have vertical clearance of at least seven feet.

(1981 Code, Art. XI, B6) (Ord. passed 12- -1986)

§ 157.147 ACCESS.

(A) Each required off-street parking space shall open directly upon an aisle or a driveway of the width and design as to provide safe and efficient means of vehicular access to the parking space.

(B) (1) All off-street parking facilities shall be provided with appropriate means of vehicular access to a street a alley or driveway in a manner which will least interfere with traffic movements.

(2) A parking area containing four or more parking spaces shall have vehicular access to it over a street, alley or driveway, containing all-weather, hard-surfaced pavement and the location and route of access to a parking area shall be identified. No driveway across public property shall have a width exceeding 24 feet, exclusive of curb returns.

(1981 Code, Art. XI, B7) (Ord. passed 12- -1986)

Cross-reference:

Waiver of development regulations for paving, see § 157.193

§ 157.148 YARDS; LOCATION.

Off-street parking spaces may be located in yards, except required front yards and side yards adjoining a street.

(1981 Code, Art. XI, B8) (Ord. passed 12- -1986)

§ 157.149 DESIGN AND MAINTENANCE.

(A) *Open and enclosed parking spaces.* Accessory parking spaces, located on the same lot as occupied by the use served, may be open to the sky or enclosed in a building. Accessory parking spaces, located elsewhere than on the same lot occupied by the use, shall be open to the sky.

(B) *Surfacing.* All open off-street parking areas shall be improved with a compacted macadam base, or equal, not less than four inches thick surfaced with asphaltic concrete or comparable hard-surfaced, all-weather, dustless material as approved by the village.

(C) *Screening and landscaping.* All open automobile parking areas containing more than four parking spaces shall be effectively screened on each side adjoining or fronting on any residential or institutional property by a wall or fence not less than five feet high or more than six feet high, or a densely-planted compact hedge not less than five feet in height; and wheelstops of masonry, steel, or heavy timber, shall be placed not nearer than five feet from the street line in districts where a front yard is not required or from side lot lines.

(D) *Lighting.* Illumination of an off-street parking area shall be arranged so as not to reflect rays of light into adjacent residential districts and street. All lighting shall be extinguished not later than 30 minutes after the close of business of the use being served, except as may be otherwise authorized by the Village Board of Trustees.

(1981 Code, Art. XI, B9) (Ord. passed 12- -1986)

Cross-reference:

Waiver of development regulations for paving, parking lot lighting and parking lot landscaping, see §157.193

§ 157.150 REQUIRED SPACES.

Off-street parking spaces accessory to designated uses shall be provided as follows:

(A) Family dwellings:

- (1) Single-family dwellings: at least one parking space.
- (2) Two-family dwellings: at least one parking space for each dwelling unit.
- (3) Multiple-family dwellings: at least one and three-fourths parking spaces for each dwelling unit.

(B) Hotels: at least one parking space for each lodging room.

(C) Private clubs and lodges: at least two parking spaces and one parking space for each seven seats in accordance with design capacity of the main meeting room.

(D) Motels and tourist courts: at least one parking space for each dwelling unit and one parking space for each lodging room.

(E) Schools:

(1) Schools, elementary or junior high: private or public: at least one parking space for each faculty member and other full-time employees.

(2) High schools, private or public: at least one parking space of design capacity for each seven students.

(3) School and institutional auditoriums: at least one parking space for each two persons employed on the premises and one additional parking space for each five seats or for each 90 inches of seating space in the main auditorium or assembly hall.

(F) Churches: at least one parking space for each five seats or 90 inches of seating space in the main auditorium.

(G) Theaters: at least one parking space for each five seats in the theater.

(H) Hospitals: at least one parking space for each three hospital beds, plus one parking space for each four employees

other than doctors, plus one parking space for each two doctors assigned to the staff.

(I) Libraries and museums: at least one parking space for each 1,000 square feet of floor area.

(J) Recreational buildings or community centers: at least one parking space shall be provided for each three employees, plus spaces in adequate number as determined by the Village Board of Trustees to serve the visiting public.

(K) Medical and dental clinics: at least three parking spaces for each examining or treatment room, plus one for each doctor and employee in the building.

(L) Public utility and public service uses: at least one parking space for each three employees, plus spaces in adequate number as determined by the Village Board of Trustees to serve the visiting public.

(M) Establishments handling the sale and consumption on the premises of food and refreshment: at least one parking space for each 150 square feet of floor area.

(N) Bowling alleys: at least seven parking spaces for each alley, plus such additional spaces as may be required herein for affiliated uses such as restaurants and the like.

(O) Banks: at least one parking space for each 300 square feet of floor area.

(P) Business and professional offices or public administration buildings: at least one parking space for each 250 square feet of floor area.

(Q) Automobile service stations: at least one parking space for each employee, plus two for each services stall.

(R) Furniture and appliance stores, motor vehicle sales, wholesale stores, stores for repair of household equipment or furniture: at least one parking space for each 600 square feet of floor area.

(S) Undertaking establishments and funeral parlors: at least ten parking spaces for each chapel or parlor, plus one parking space for each funeral vehicle maintained on the premises.

(T) Retail stores: at least one parking space for each 200 square feet of floor area.

(U) Manufacturing, fabricating and processing plants not engaged in retail trade: at least one parking space for each two employees as related to the working period when the maximum number of employees are employed on the premises.

(V) Warehouse and storage establishments: at least one off-street parking space for each employee as related to the working period when the maximum number of employees are employed on the premises.

(W) Other uses: parking spaces on the same basis as required herein for the most similar use as determined by the Village Board of Trustees.

(X) Adult-use cannabis dispensing organizations and medical cannabis dispensaries: at least one parking space for each 150 square feet of gross floor area; minimum of 20 spaces must be provided.

(1981 Code, Art. XI, B10) (Ord. passed 12- -1986; Am. Ord. 20-04, passed 2-25-2020)



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17.24 – Off-Street Parking, Loading and Access

Sections

- [17.24.010 – Off-street parking and loading general provisions](#)
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17.24.010 – Off-street parking and loading general provisions

The provisions of this Chapter shall apply as follows:

A. Existing Facilities

Existing off-street parking and loading facilities shall not be reduced below the requirements of this Chapter with respect to the number of spaces provided or the design of such facilities. If an existing facility provides less than the required number of parking or loading spaces, no parking or loading spaces shall be removed. If an existing facility provides less than the dimensions, landscaping, or other characteristics regulated by this Chapter, no nonconforming dimension, landscaping or other characteristic regulated by this Chapter shall be further decreased. Existing off-street parking and loading facilities which do not conform to the requirements of this Title, but were lawfully existing when the parking or loading facilities were established or substantially modified, may be allowed to continue as legal nonconforming uses, subject to the limitations of the provisions of Chapter 17.08, "Nonconformities". Notwithstanding the previous sentence, if an existing parking lot is resurfaced or reconstructed, and the parking lot does not meet the current yard requirement, the required yard may be reduced by fifty percent (50%). If the existing parking lot is set back at a distance greater than fifty percent (50%) of the required yard of the Zoning District, the existing parking lot setback shall not be reduced further than the distance the existing parking lot is set back from the property line.

B. Damage or Destruction

When a building is reconstructed or repaired after being damaged or destroyed, off-street parking and loading facilities shall be restored or maintained in an amount equivalent to that which existed at the time of such damage or destruction. However, it shall not be necessary to restore or maintain parking and loading facilities in excess of the applicable requirements of this Chapter.

C. Change in Use and Intensity of Use

When the intensity of use of a building, structure or lot is increased, or the use of a building, structure or lot is changed so as to increase the required number of parking or loading spaces, additional parking or loading spaces, as the case may be, shall be provided. The number of additional spaces provided shall be the incremental difference between the required number of parking or loading spaces for the new use(s) and the required number of parking or loading spaces for the previous use(s). In no event, however, shall spaces be required in excess of the number required for the new use. (This condition would occur when the number of existing parking or loading spaces exceeded the number of parking or loading spaces that were required for the previous use.)

When the intensity of use of any building, structure or parcel of land is decreased, the number of parking and loading spaces may be reduced, to the extent that the requirements of this Chapter are met for the entire building, structure or parcel of land, as modified.

D. Provision of Additional Spaces

Nothing in this Chapter shall be deemed to prevent the voluntary establishment of off-street parking or loading facilities, provided that all regulations governing the location, design and control of such facilities shall be in accordance with this Chapter.

(~~2019-Z-1~~: § 4; 1 Intensity of use is defined as square feet of gross floor area, number of dwelling units, number of employees, or other factors used as a basis for requiring parking or loading facilities.; ~~1991-Z-7~~: § 1; ~~1960-16~~)

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17.24.020 – Computation

The number of required parking and loading spaces shall be based upon the principal use as listed in Table 17.24-3. For principal uses having more than one functional area, such as a manufacturing facility having associated offices, the number of required parking and loading spaces shall be based only upon the principal use. When more than one principal use occupies a building or lot, the number of required spaces shall be the sum of the separate requirements for each principal use. Additional parking spaces shall be required for an accessory use only if it is listed in Table 17.24-3.

In computing the number of off-street parking or loading spaces required by this Chapter, the following standards shall apply:

- A. Space allocated to any off-street loading space shall not be used to satisfy the requirement for any off-street parking space or access aisle, or portion thereof. Conversely, the area allocated to any offstreet parking space shall not be used to satisfy the requirement for any off-street loading space or access aisle or portion thereof.
- B. For the purpose of determining the number of required off-street parking or loading spaces, Gross Floor Area (“GFA” in Table 17.24-3) shall be as defined in Chapter 17.32, Definitions.
- C. A fraction of less than one-half ($\frac{1}{2}$) may be disregarded and a fraction of one-half ($\frac{1}{2}$) or more shall be counted as one (1) parking or loading space.
- D. In places of assembly in which patrons or spectators occupy benches, pews or similar seating facilities, each twenty-four (24) inches of seating width shall be counted as one (1) seat for the purpose of determining the requirement for off-street parking facilities.
- E. Except as otherwise specified, parking or loading spaces required on an employee basis shall be based on the maximum number of employees normally present on the premises at any one time. When the determination of the number of parking spaces is based on the number of employees, the owner and/or managers, as well as contractors present on a regular basis shall be counted as employee(s).

(~~1991-Z-7~~: § 1; ~~1960-16~~)

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17.24.030 – Construction of parking and loading facilities

- A. Permit Required A Building Permit is required prior to any construction, alteration or addition of any parking facility providing five (5) or more parking spaces, and for any loading facility. For purposes of this Section, construction, alteration or addition shall include all paving of previously unpaved surfaces, placement or replacement of pavement, binder and/or surface courses, construction of curbing, installation of new parking lot landscaping, and similar activities. Construction, alteration or addition shall not include maintenance activities such as replacement of existing landscaping, repair of existing curbing, isolated pavement repairs, sealing, re-striping, or other maintenance activities. (Ord. 2013-Z-21 § 4.)
- B. Time of Completion The off-street parking and loading facilities required by this Chapter shall be completed prior to the issuance of the occupancy permit for the use they serve. If weather conditions do not permit such completion, the Building Commissioner may issue a temporary occupancy permit for a maximum period of eight (8) months. The off-street parking and loading facilities shall be completed prior to the expiration of the temporary occupancy permit.

(~~1991-Z-7~~; § 1; ~~1960-16~~)

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17.24.040 – Collective provisions

Off-street parking spaces for separate uses may be provided collectively on the same lot, if the aggregate number of spaces provided is not less than the sum of the spaces required for each separate use. No parking or loading space, or portion thereof, shall serve as the required space for more than one (1) use unless the Director of Community Development has approved shared parking as provided in Section 17.24.050.

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17.24.050 – Shared parking

The same off-street parking spaces may be shared between two (2) or more separate uses on the same lot, but only to the extent that the demand for such spaces by the separate uses will not occur at the same hours during the same days of the week. No shared parking shall be approved unless the Director of Community Development makes a finding that the use of shared parking spaces will not occur at the same hours during the same days of the week, based upon the type of uses and their hours of operation.

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17.24.060 – Location of off-street parking

A. Location in Residential Districts

All required parking facilities accessory to uses in residential districts (RE, RS, RT and RM) shall be located on the same lot as the building or use served.

B. Location in Nonresidential Districts

Required parking facilities accessory to uses in the BL, BC, BR, OR, M1, M2, PL, and BT Overlay districts shall be located on the same lot as the building or use served, or on a different lot in the same zoning district within 300 feet walking distance of the use served.

Required parking facilities accessory to uses in the CBD-1 and CBD-2 districts may be located on the same lot, or on a different lot in the CBD-1 or CBD-2 district within 500 feet walking distance for nonresidential uses, and within 200 feet walking distance for residential uses.

C. Where required accessory parking facilities are provided on a separate lot, the owner of the lot containing the building or use shall demonstrate the right to maintain and use such parking by providing the appropriate documentation to the Director of Community Development in accordance with the following:

1. Change in Use and/or Intensity of Use per Section 17.24.010 – a recorded permanent easement or other recorded instrument demonstrating the right to use the required number of parking spaces on the lot containing the parking.
2. Construction of a new building or facility – a recorded permanent easement demonstrating the right to use the required number of parking spaces on the lot containing the parking.

(~~2012-Z-5~~: § 5; ~~2011-Z-1~~: § 15)

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17.24.070 – Design of off-street parking facilities

All off-street parking facilities shall comply with the following standards:

A. Setbacks and Yard Coverage

1. Single-family, two-family and townhouse dwellings

Off-street parking facilities and access drives may be located in any yard, but shall not cover more than the front or exterior side yard in which it is located than is specified below:

- a. For circular driveways, up to fifty percent (50%) of the front yard, if both access points intersect with the front lot line, b) up to fifty percent (50%) of the exterior side yard, if both access points intersect with the exterior side lot line or c) up to twenty-five percent (25%) of the total area of the front and exterior side yards, if one access intersects the front lot line and the other intersects the exterior side lot line.
- b. For all other driveways, forty percent (40%), except that one driveway of at least 18 feet wide generally perpendicular to the street is permitted regardless of the percentage of the yard it occupies. (Ord. 2014-Z-14 § 1)

2. All uses other than single-family, two-family and townhouse dwellings

- a. Off-street parking facilities shall not be located within the front or exterior side yard applicable to parking facilities as required in the district regulations; where no specific yard requirement for parking facilities is specified in the district regulations, the requirement applicable to buildings in the district shall apply.
- b. An access drive generally perpendicular to a public street may traverse any front or exterior side yard but shall not cover more than twenty-five percent (25%) of the front or exterior side yard in which it is located, except that one driveway of at least 24 feet wide generally perpendicular to the street is permitted, regardless of the percentage of the yard it occupies.

3. Other requirements for all uses

- a. Off-street parking shall not be located in a Landscape Buffer (Section 17.26.070).
- b. Buildings, parking decks, carports and other structures containing off-street parking shall comply with the front, rear and side yard setback requirements for such structures applicable to the district in which the lot is located.
- c. When any parking lot containing five or more open off-street parking spaces abuts a lot in any RE, RS, RT or RM district, it shall be set back a minimum of five (5) feet from the lot line, and the setback area shall be landscaped in accordance with Chapter 17.26, "Landscaping and Screening". (Ord. 2013-Z-16 § 2; Ord. 2006-Z-12 § 3; Ord. 1991-Z-7 § 1; Ord. 1960-16.)

B. Dimensions

Off-street parking spaces shall be at least nine (9) feet in width, except required off-street parking spaces in surface parking lots accessory to grocery stores and multiple-family dwellings shall be at least nine and one-half (9½) feet in width. Off-street parking spaces, aisles and driveways shall have a minimum vertical clearance of seven (7) feet. The minimum dimensions of off-street parking spaces, aisles and layout shall be in accordance with the following standards in Table 17.24-1 and Figure 17.24-1:

TABLE 17.24-1
DIMENSIONS OF OFF-STREET PARKING SPACES (IN FEET)

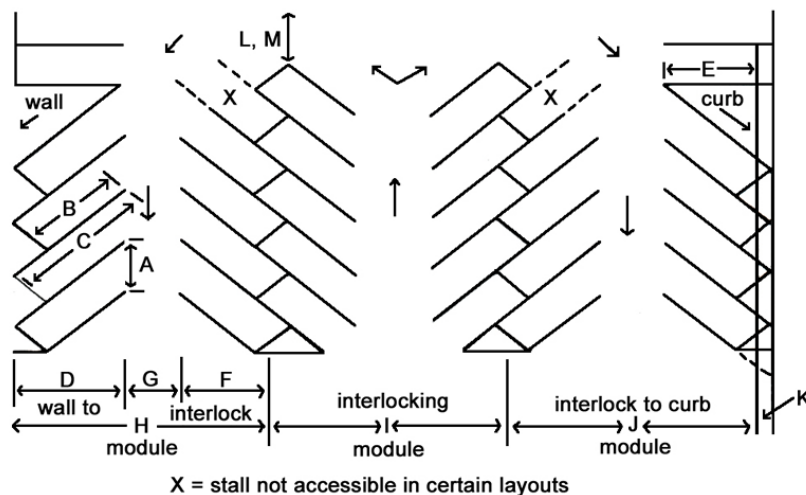
9 FOOT SPACE:	DIAGRAM:	45°	60°	75°	90°
Stall width parallel to aisle	A	12.7	10.4	9.3	9.0
Stall length	B	18.0	18.0	18.0	18.0
Stall line length	C	27.0	23.2	20.4	18.0
Stall depth to wall	D	19.1	20.0	19.7	18.0
Stall depth to face of curb	E	17.7	18.3	17.8	16.0
Stall depth to interlock	F	15.9	17.8	18.6	18.0
Aisle width	G	12.0	15.0	21.5	24.0*
Module, wall to interlock	H	47.0	52.8	59.8	60.0
Module, interlocking	I	43.8	50.6	58.7	60.0
Module, curb face to interlock	J	45.6	51.1	57.9	58.0
Bumper overhang	K	1.4	1.7	1.0	2.0
One-way cross aisle	L	14.0	14.0	14.0	14.0
Two-way cross aisle	M	24.0	24.0	24.0	24.0

*In the CBD-1 District, aisle width for 90° layouts may be reduced to 23 feet within a parking garage/structure where the spaces are available to the general public and/or customers.

*In the CBD-1 District, aisle width for 90° layouts may be reduced to 22 feet within a parking garage/structure where the spaces are assigned to owners or tenants or the parking is otherwise not available to the general public.

Parking parallel to aisle: 8-foot width, 22-foot length

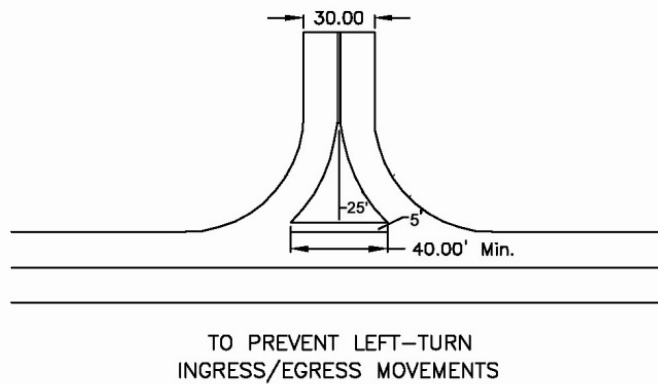
Figure 17.24-1



C. Access

1. Adequate access shall be provided for all off-street parking spaces by means of driveways conforming to the dimensions set forth in this Title. Off-street parking lots shall not be designed so as to necessitate backing movements for ingress or egress, except for entering or exiting individual parking spaces. Vehicular ingress and egress shall be from minor streets wherever possible, rather than from arterial or collector streets.
2. One-way driveways shall be clearly marked with appropriate signs or pavement markings. If traffic conditions in the vicinity of the site warrant the restriction of turning movements or access to or from a parking facility, signs and driveway modifications necessary to accomplish said restrictions shall be provided by the property owner. The Director of PublicWorks may impose such restrictions based upon applicable State and Federal requirements or, if no requirements are applicable, good engineering practice.
3. Driveway width adjoining public streets, measured parallel to the curb or edge of pavement at the property line, shall be as follows:
 - a. For single and two-family dwellings, a maximum of twenty-four (24) feet in width for a single driveway, or for a lot with two driveways, a maximum of eighteen (18) feet in width per driveway. No more than two driveways shall be permitted per lot.
(Ord. 2013-Z-16 § 3.)
 - b. Two-way driveways shall be limited to a maximum of thirty (30) feet in width, except for high traffic generators, which shall be limited to a maximum of forty-eight (48) feet in width. High traffic generators shall be considered those land uses which typically generate over 100 trips during their peak hour, as established by the Institute of Traffic Engineers (ITE), or that generate over 750 trips in an average day.
 - c. Driveways forty-eight (48) feet or more in width shall contain medians of a minimum width of four (4) feet and a minimum length of twenty-five (25) feet and shall be offset from the right-of-way five (5) feet. Driveway medians for driveways that are less than forty-eight (48) feet in width require design approval from the Director of Public Works.
 - d. In the M-2 district, driveways designed to be utilized by semi-trucks to access designated loading docks may be expanded to a maximum of forty-eight (48) feet in width when adjoining non-arterial and non-collector streets, and no driveway median shall be required.
(Ord. 2009-Z-20 § 2.)
4. Driveways that are designed to prohibit left turns in and out shall have a channelizing island, as shown in Figure 17.24-2 (Channelizing Island), with the exception of driveways entering streets with barrier medians. Limited turn driveways are subject to the following requirements:
 - a. Channelizing island width, measured parallel to the street: Forty (40) feet minimum.
 - b. Channelizing island length: Twenty-five (25) feet.
 - c. Channelizing island offset from right of way: Five (5) feet.
 - d. Driveway width: Maximum Thirty (30) feet.

Figure 17.24-2: Channelizing Island



5. Newly established or expanded driveways shall be located outside of any public street intersection sight distance triangle, as determined by the standards of the American Association of State Highway and Transportation Officials (AASHTO), to the extent practical as to allow access to a lot, subject to a determination by the Director of Public Works that the proposed driveway design follows good engineering practice and will not impede public safety.
(2009-Z-20 § 3.)

D. Slope

No area of any parking facility shall have a slope of more than five percent (5%). In general, no access ramp shall have a slope of more than eight percent (8%).

E. Curbing and Bumper Stops

Bumper stops, wheel stops or curbing shall be provided to prevent vehicles from damaging or encroaching upon any sidewalk, landscaped area or parking lot island, fence, wall or building. Curbing or other methods shall be in provided to protect landscaping in accordance with Chapter 17.26.

F. Striping

Parking spaces shall be delineated with paint or other permanent materials, which shall be maintained in clearly visible condition.
(Ord. 2008-Z-24 § 16.)

G. Surfacing

All parking facilities, loading facilities, Outdoor Motor Vehicle Display, and outdoor storage of commercial vehicles, recreational vehicles, trailers and intermodal containers shall be graded and paved with bituminous concrete, portland cement concrete, concrete pavers, brick pavers, or pervious pavement material. All pavement for parking areas shall conform to the following, or have an equivalent structural number:

1. Parking spaces and Outdoor Motor Vehicle Display spaces:

- 1 ½ inches Class I bituminous surface course
- 1 ½ inches Class I binder Course
- 8 inches Class I base course (compacted CA-6 or approved equal) or
- 6 inch Portland cement concrete
- 4 inches compacted CA-6 or approved equal

2. Minor access drives (i.e., parking access aisles):

- 1 ½ inches Class I bituminous surface course
- 1 ½ inches Class I binder course
- 10 inches Class I base course (compacted CA-6 or approved equal) or
- 6 inch Portland cement concrete
- 4 inches compacted CA-6 or approved equal

3. Main access drives, truck access drives and loading areas:

- 1 ½ inches Class I bituminous surface course

- 2 ½ inches Class I binder course
 - 10 inches Class I base course (compacted CA-6 or approved equal) or
 - 9 inch Portland cement concrete
 - 4 inches compacted CA-6 or approved equal
- (Ord. 1999-Z-21 § 1.)

H. Drainage

Open off-street parking facilities shall comply with the drainage requirements of Title 18 of the St. Charles Municipal Code, as amended

I. Visibility

Parking facilities, sidewalks and landscaping shall be located so that visibility at interior and street intersections is not inhibited. Landscaping and other obstructions at such intersections shall comply with the sight triangle requirements of Chapter 17.22.

J. Lighting

Lighting shall be provided for parking lots with five or more parking spaces in accordance with Chapter 17.22.

K. Landscaping and Screening

All parking lots shall be landscaped in accordance with Chapter 17.26, Landscaping and Screening.

(~~2002-Z-2~~: § 1; ~~1998-Z-15~~: § 1; ~~1993-Z-5~~: § 1; ~~1991-Z-7~~: § 1)

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17.24.080 – Special standards for CBD-1, CBD-2 and BT Overlay districts

A. Parking Exemption in CBD-1 and CBD-2 Districts:

All uses allowed in the CBD-1 and CBD-2 Districts, except for Public Service Facilities, Motor Vehicle Rental, and Drive-through Facilities shall be exempt from the requirement to provide offstreet parking spaces, but only when all of the following conditions are satisfied:

1. The lot is located within a Special Service Area, the purpose of which is to provide and maintain downtown off-street parking (including but not limited to SSA 1-A), and within a Special Service Area, the purpose of which is downtown revitalization (including but not limited to SSA-1B).
2. Any non-residential use is located within five hundred (500) feet walking distance of a parking lot or structure having spaces available for use by the general public during the business hours of the use served. Any residential use is located within two hundred (200) feet walking distance of a parking lot or structure having spaces available for overnight parking.
3. Existing off-street parking spaces on the lot shall not be eliminated unless
 - a) the same number of private, off-street spaces are constructed elsewhere by the property owner, within the distance specified in 17.24.080 (A)(2) or
 - b) the City Council determines that, based upon a parking study approved by the City Engineer, adequate public parking is available within the required distance to serve the use.

If any of the preceding conditions cannot be satisfied, off-street parking spaces shall be required for the proposed uses in accordance with Section 17.24.130 (Off-street Parking Requirements).

B. Credit for on-street parking spaces in CBD-1 and CBD-2 Districts

Within the CBD-1 and CBD-2 Districts, on-street parking spaces located within three hundred (300) feet of the use may be credited to meet up to twenty-five percent (25%) of the requirement for offstreet parking for non-residential uses.

C. Additional requirements for off-street parking facilities in the BT Overlay District

1. Parking spaces shall be provided to satisfy the minimum requirements for both residential and non-residential uses.
2. Parking spaces for non-residential uses shall not be located within the front yard or exterior side yard.
3. Parking lots shall not be illuminated later than 10:00 p.m.
4. Vehicular ingress-egress shall be from minor streets wherever possible, rather than from main thoroughfares.
5. The number of curb cuts shall be limited to the existing number of curb cuts on the lot. Additional curb cuts shall not be permitted for residential conversions of existing buildings into non-residential uses.

(~~2011-Z-1~~; § 16)

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17.24.090 – Accessible parking

A. Required Spaces

Parking spaces and accessible routes for handicapped persons shall be provided in accordance with applicable State and Federal regulations and laws. The number of accessible parking spaces shall be included in the total number of required parking spaces.

B. Dimensions and Design

Accessible spaces shall comply with the design standards of the Illinois Accessibility Code, provided that in no instance shall the width of any one (1) accessible space be less than sixteen (16) feet. Such spaces shall be identified by a sign and pavement markings indicating handicapped parking only. Accessible parking spaces shall be closest to the entrance of the building or structure, and shall be connected by a paved surface designed to provide safe and easy access.

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17.24.100 – Drive-through facilities

A. Design

Drive-Through Facilities and Car Wash establishments shall be designed so that:

1. The minimum dimension of stacking spaces shall be nine (9) feet in width and twenty (20) feet in length.
2. Stacking spaces shall be placed in a single line up to the point of service.
3. Stacking spaces shall be located so that, when in use, they do not obstruct ingress/egress to the site, they do not obstruct access to required parking or loading spaces, and do not otherwise interfere with vehicle circulation on the site.
4. Vehicle stacking and equipment associated with the Drive-Through or Car Wash shall be concealed from view from public streets and surrounding property to the greatest extent possible by their orientation, design or by screening. This will often involve orienting the Drive-Through or Car Wash to the side or rear of the building, away from the public street.
5. On a lot in the CBD-1 District, if a Drive-Through Facility adjoins a public street, the building shall be designed to extend over the Drive-Through lanes with windows located on this building extension facing the street, in order to maintain the street wall. In the CBD-1 District, establishments shall be limited to two (2) Drive-Through lanes.

B. Number of Required Spaces

1. The number of required stacking spaces shall be in accordance with Table 17.24-3 (Required Off-Street Parking).
2. For a Car Wash, stacking spaces shall begin behind the last vehicle being washed. For all other drive-through uses, stacking spaces shall include the vehicle stopped at a last point of service, such as a window.

C. Reduction of Required Spaces

The number of required stacking spaces may be reduced by the City Council, after receiving a recommendation from the Plan Commission, if the petitioner presents a study with quantifiable evidence based on comparable facilities that demonstrates that the number of stacking spaces may be reduced without affecting the ability of the proposed facility to meet the applicable requirements. The approval of a reduced number of stacking spaces shall apply only to the specific business for which the study was conducted.

D. Maintenance

The operator of the drive-through facility shall provide adequate on-site outdoor waste receptacles and shall provide daily litter clean-up along the rights-of-way abutting the property.

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17.24.110 – Required off-street parking for manufacturing, light & heavy, and warehouse/distribution uses

A. Required Spaces

One (1) space per one thousand (1,000 sq. ft.) square feet of GFA; except for buildings in the M-1 district of five-thousand (5,000) square feet or less of GFA, the requirement may be administratively reduced to two-thirds (0.66) spaces per one-thousand (1,000) square feet GFA.

B. Reduction of Required Spaces for Buildings over 5,000 square feet GFA in the M-1 District

1. Required off-street parking spaces for Manufacturing, Light & Heavy, and Warehouse/Distribution uses located within buildings over five-thousand (5,000) square feet of GFA in the M-1 district may be reduced by up to thirty-three percent (33%) by the City Council, after receiving a recommendation from the Plan Commission, if the petitioner presents a study with quantifiable evidence based on comparable facilities that demonstrates:

- a. The number of parking spaces may be reduced without affecting the ability to adequately accommodate vehicles for employees, business-owned vehicles, vehicles for visitors, and all other vehicles necessary for the business, and provide adequate spaces during an overlap of employee shifts.
- b. The reduction in parking shall not cause a shortage of parking for other uses or businesses located in the area.

2. The approval of a reduced number of parking spaces shall apply only to the specific business for which the study was conducted. Should the business change the intensity of the use, expand the facility, or leave the premises, the reduction granted by this provision shall no longer be valid.

C. Land Banking of Required Spaces in the M-2 District.

1. Required off-street parking spaces for Manufacturing, Light & Heavy, and Warehouse/Distribution uses in the M-2 district may be land banked for future construction, for up to twenty-five percent (25%) of the requirement, upon approval by the City Council, after receiving a recommendation from the Plan Commission, if the petitioner presents a study with quantifiable evidence based on comparable facilities that demonstrates:

- a. The number of parking spaces may be reduced without affecting the ability to adequately accommodate vehicles for employees, business-owned vehicles, vehicles for visitors, and all other vehicles necessary for the business, and provide adequate spaces during an overlap of employee shifts.
- b. Land banked parking shall not cause a shortage of parking for other uses located in the area.

2. The petitioner shall submit a Land Bank Parking Plan to include the following:

- a. Depiction of the full number of parking spaces required for Manufacturing, Light & Heavy, and Warehouse/Distribution uses.
- b. A detailed floor plan depicting the layout of all proposed and future manufacturing/warehouse areas.
- c. Depiction of the interim use of the land banked area.
- d. Acknowledgement that the land banked parking area shall satisfy all applicable sections of the City Code.

- e. Acknowledgement that the associated stormwater management systems are designed and constructed to accommodate all land banked spaces.

3. Termination of the Land Bank

The approval of land banked parking spaces shall apply only to the specific business for which the study was conducted. The Director of Community Development or Building and Code Enforcement Division Manager shall have the right to require a property owner or business owner to construct land banked parking facilities if the intensity of use increases, if a new business occupies the building, or if a shortage of parking is identified on the property. The Director of Community Development or the Building and Code Enforcement Division Manager shall notify the property owner or operator of the business, in writing, that the land banked parking facilities shall be constructed within one hundred eighty (180) days from the date of said notice.

(~~2008-Z-36~~: § 2)

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17.24.120 – Commercial vehicles

A. Commercial Vehicle Parking Restricted in Residential Districts

The parking and storage of semi-trailers, semi-tractors, farm machinery, tractors and intermodal containers and any vehicle that exceeds eight thousand one (8001) pounds in gross vehicle weight on a lot in an RE, RS, RT, or RM District shall be permitted only within a completely enclosed structure, except as provided by Federal law and regulations.

1. Commercial vehicles other than semi-trailers, semi-tractors, farm machinery, tractors and intermodal containers and any vehicle of eight thousand (8000) pounds or less in gross vehicle weight may be parked on a lot in an RE, RS, RT, or RM District, provided they are limited to only one such vehicle at any one time.
2. Commercial vehicles providing service, and portable pallet or roller type storage containers, may be parked on a lot in an RE, RS RT or RM District, but only for the period of time required to provide the service or to load and unload the container. In no event shall a portable storage container be present on a lot in an RE, RS, RT or RM District for more than fifteen (15) days.

B. Commercial, Office/Research and Industrial Districts

1. On property within the BL, BC, BR, CBD-1, CBD-2, and OR districts, semi-trailers and intermodal containers shall only be parked or stored in an approved loading area, and shall not be parked or stored outdoors without a wheel assembly attached.
2. On property within the M-1, M-2 and PL districts, semi-trailers and intermodal containers may be parked or stored on any paved area that will not interfere with vehicular circulation or emergency access, but if not located within an approved loading area they shall be completely screened from view from public streets and residential districts.
3. Trailers used for temporary storage during construction may be stored continuously until 30 days after issuance of an occupancy permit for the construction.

(~~2008-Z-36~~: § 3; ~~2005-Z-3~~: § 1; ~~2000-Z-26~~: § 1; ~~1999-Z-25~~: § 1; ~~1991-Z-7~~: § 1; ~~1960-16~~)

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17.24.130 – Recreational vehicles

- A. No recreational vehicle shall be parked on private property in such a manner as to impair the safety of pedestrians or vehicular traffic, for example, by obstructing visibility in such a manner that could impair the safe entrance and exit of any vehicle from and upon adjacent properties, or the safety of pedestrians in the public right of way or on private property.
- B. Not more than one recreational vehicle may be parked or stored outdoors on a lot in an RE, RS, or RT district. Between October 15 and April 15, a recreational vehicle parked or stored out of doors on a lot in an RE, RS, or RT district shall not be located within the required front yard or required exterior side yard, except for a period not to exceed forty-eight (48) hours within any one week period for loading and unloading.
- C. All parking and storing of recreational vehicles shall be on a hard surface such as portland cement concrete, bituminous concrete, or concrete or clay pavers; parking on gravel or crushed stone shall not be considered a hard surface.
- D. No recreational vehicle shall be used for living, sleeping or housekeeping purposes in any zoning district, except in an RE, RS, RT or RM residential district a recreational vehicle may be so used for a period not to exceed (7) seven consecutive days and no more than three (3) times per calendar year.

(~~2008-Z-36~~: § 3; ~~2005-Z-3~~: § 1; ~~2000-Z-26~~: § 1; ~~1999-Z-7~~: § 1; ~~1960-16~~)

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17.24.140 – Required off-street parking spaces

The minimum number of required off-street parking spaces shall be as provided in Table 17.24-3. Where there is more than one use of a building or lot, the required parking spaces for the various uses shall be computed separately, and added together to determine the total parking required.

**TABLE 17.24-3
REQUIRED OFF-STREET PARKING**

USE	PARKING REQUIREMENT
Residential Uses	
Artist Live/Work Space	1 per du
Assisted Living Facility	0.25 parking spaces per unit
Bed & Breakfast Establishment	1 space + 1 per guestroom
Dwelling Unit, Auxiliary, Attached or Detached	1 per du
Dwelling, Multi-Family	Studio, efficiency & one-bedroom units: 1.2 per du
	Two-bedroom units: 1.7 per du
	Three- or more bedroom units: 2 per du
	In CBD-1 & CBD-2, 1 per du
Dwelling, Single-Family	2 per du, except in CBD-1 & CBD-2 1 per du
Dwelling, Two-Family	2 per du, except in CBD-1 & CBD-2 1 per du
Dwelling, Townhouse	2 per du, except in CBD-1 & CBD-2 1 per du
Group Home, Large and Small	2 spaces, plus 1 space for each three residents in excess of 6.
Independent Living Facility	0.5 parking spaces per dwelling unit
Cultural, Recreational and Entertainment Uses	
Art Gallery/Studio	1 per 1,000sf of GFA + 1 per every artist occupying the site on a full-time basis
Bowling Alley	4 per lane
Lodge or Private Club	3 per 1,000sf of GFA
Cultural Facility	3 per 1,000sf of GFA
Driving Range	2 per tee
Fairground	As determined by the City Council based upon the requirements for the most similar uses contained herein
Golf Course	50 parking spaces for each 9 holes + 1 per 2 employees
Health/Fitness Club	5 per 1,000sf of GFA
Indoor Amusement & Indoor Recreation (unless otherwise specified)	4 per 1,000sf of GFA

**TABLE 17.24-3
REQUIRED OFF-STREET PARKING**

USE	PARKING REQUIREMENT
Indoor Paintball Marking Facility	1 per player based on maximum occupancy + 1 per employee on the shift Parking spaces for spectators, if spectator space is provided, shall be determined by City Council
Outdoor Amusement	4 per 1,000sf of GFA
Outdoor Recreation	4 per 1,000sf of GFA
Park, Neighborhood	None (except as may be required for other uses on the lot)
Theater	1 per 4 seats
Government and Institutional Uses	
College/University	1 per student, based on rated design capacity
Convent/Monastery	1 per 1,000sf of GFA
Homeless Shelter	1 per staff member
Hospital	1 per 2 beds + 2 spaces for every 3 employees
Library	2.5 per 1,000sf of GFA
Nursing Home	0.25 per bed
Office, Government	4 per 1,000sf of GFA
Place of Worship	1 per 3 seats based on the maximum capacity in the main place of worship
Post Office	3 per 1,000sf of GFA
Public Service Facility	As determined by the City Council based upon the requirements for the most similar uses contained herein In the CBD-1 & CBD-2 Districts, at least 1 per 2 employees + an adequate number of spaces to serve the visiting public, as determined by the City Council.
School, Private Boarding	1 per faculty & staff + 1 per 4 students, based on rated design capacity
School, Specialized Instructional	1 per 2 faculty & staff members + 1 per student, based on rated design capacity
School, Primary (Elementary and Junior High)	1.5 per classroom
School, Secondary (High School)	1 per 4 students, based on rated design capacity
Retail and Service Uses	
Adult Use	6 per 1,000sf of GFA
Bank	4 per 1,000sf of GFA + 5 stacking per drive-in lane & ATM lane when there are 3 or less

**TABLE 17.24-3
REQUIRED OFF-STREET PARKING**

USE	PARKING REQUIREMENT
	such lanes, or 4 stacking spaces per drive-in lane & ATM lane when there are 4 or more such lanes
Carpet Store	3 per 1000 sf of GFA
Car Wash, Automatic	2 per bay + 10 stacking spaces per bay
Car Wash, Manual/Hand Wash	1 per 2 bays + 2 stacking spaces per bay Where employees operate the vehicle in and out of the bay, and wash the vehicle in the bay, (hand-wash), no stacking is required, but the number of required parking spaces shall be increased by 1 per bay
Coffee or Tea Room	5 per 1,000sf of GFA
Day Care Center	3.5 per 1000 sf of GFA
Drive-Through Facility, except as specifically listed elsewhere	5 stacking spaces per drive-in service lane
Electronics Superstore	3 per 1000 sf of GFA
Financial Institution	4 per 1,000sf of GFA
Furniture Store	3 per 1000 sf of GFA
Gas Station (with or without retail sales of goods other than motor vehicle fuels)	1 per service bay + 4 per 1,000sf of GFA, provided that the number of required spaces may be reduced by the number of fuel pumps that can be accessed at any one time
Greenhouse/Plant Nursery	1 per 1,000sf of GFA + 3 per 1,000sf of outdoor sales area
Heavy Retail and Service	3 per 1,000sf of GFA + 3 per 1,000sf of outdoor sales area
Home Improvement Center	3 per 1,000sf of GFA + 4 per 1,000sf of outdoor sales area
Hotel/Motel	1 per room In CBD-1 & CBD-2, 1 per 4 lodging rooms
Kennel	1 per 1,000sf of GFA
Laundromat	2 per 1,000sf of GFA
Live Entertainment	10 per 1,000sf of GFA
Medical Cannabis Dispensing Organization	3 per 1,000 of GFA
Motor Vehicle Rental	3 per 1,000sf of GFA
Motor Vehicle Sales and Leasing	3 per 1,000sf of GFA (no required parking spaces shall be used for the display or storage of vehicles for sale or lease)
Motor Vehicle Service and Repair, Major or Minor	2 per service bay + 2 per 1,000sf of GFA

**TABLE 17.24-3
REQUIRED OFF-STREET PARKING**

USE	PARKING REQUIREMENT
Outdoor Sales Area, Permanent	2 per 1,000sf of outdoor sales area
Pawn Shop	4 per 1,000sf of GFA
Personal Services Establishment	3 per 1,000sf of GFA
Recreational Cannabis Dispensing Organization	4 per 1,000sf of GFA
Pet Care Facilities	3 per 1,000 of GFA
Restaurant	10 per 1,000sf of GFA + 15 stacking spaces per drive-thru lane
Restaurant, Carry-Out Only	4 per 1,000sf of GFA + 15 stacking spaces per drive-thru lane
Retail Sales	4 per 1,000sf of GFA
Shopping Center	4 per 1000sf of GFA, except that additional parking shall be provided for specific uses requiring more than 4 per 1000sf of GFA (for example, floor area within a shopping center occupied by a restaurant is required to provide 10 per 1000sf of GFA in lieu of 4 per 1000 of GFA.)
Tattoo Parlor	4 per 1,000sf of GFA
Tavern/Bar	10 per 1,000sf of GFA
Industrial and Office Uses	
Junkyard	0.5 per employee + 1 per 5,000sf of GFA
Manufacturing, Light & Heavy	See Section 17.24.110
Medical Cannabis Cultivation Center	1 per 1,000 of GFA
Medical/Dental Clinics	4 per 1,000sf of GFA
Microbrewery	1 per 1,000 sf of GFA + 10 per 1,000 sf of GFA for the taproom portion of the Gross Floor Area
Mini-Warehouse	1 per 10 storage units
Office, Business or Professional (except Medical/Dental)	3 per 1,000sf of GFA
Professional Training Center	Administrative Facilities of 70,000sf or less: 3 per 1,000sf of GFA Administrative Facilities of 70,000sf or more: 2.5 per 1,000sf of GFA Classroom Facilities of 500,000sf or less: 0.7 per 1,000sf of GFA Classroom Facilities of 500,000sf or more: 0.55 per 1,000sf of GFA
Research and Development Use	4 per 1,000sf of GFA
Veterinary Office/Animal Hospital	4 per 1,000sf of GFA

TABLE 17.24-3
REQUIRED OFF-STREET PARKING

USE	PARKING REQUIREMENT
Warehouse/Distribution	See Section 17.24.110
Other	
Other Uses Not Specifically Listed	As determined by the City Council upon the recommendation of the Plan Commission

(~~2021-Z-16~~: § 6; ~~2019-Z-19~~: § 4; ~~2014-Z-8~~: § 4; ~~2014-Z-5~~: § 4; ~~2011-Z-1~~: § 17; ~~2008-Z-36~~: § 5; ~~2008-Z-36~~: § 3; ~~2008-Z-24~~: § 17; ~~2004-Z-25~~: § 2; ~~2004-Z-16~~: § 1; ~~2004-Z-12~~: § 4; ~~2003-Z-1~~: § 1; ~~2001-Z-10~~: § 1; ~~1998-Z-7~~: § 1; ~~1993-Z-19~~: § 7; ~~1993-Z-19~~: § 6; ~~1993-Z-14~~: § 1; ~~1991-Z-7~~: § 1; ~~1960-16~~)

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17.24.150 – Design of off-street loading spaces

A. Location

1. All off-street loading spaces shall be located on the same lot as the building or use served and shall not project into a street or alley.
2. Off-street loading spaces shall not be located within a required front or exterior side yard.
3. All off-street loading spaces shall be located a minimum of fifty (50) feet from the lot line of any lot in a residential zoning district.
4. No permitted or required loading space shall be located within twenty five (25) feet of the nearest point of intersection of any two (2) streets.

B. Dimensions

All required off-street loading spaces shall be at least ten (10) feet in width and at least fifty (50) feet in length, exclusive of aisle and maneuvering space, and shall have a minimum vertical clearance of at least fourteen (14) feet.

C. Surfacing

Open off-street loading spaces shall be graded and paved with bituminous concrete, portland cement concrete, concrete pavers, brick pavers, or pervious pavement material.

D. Access Control and Signage

Each required off-street loading space shall be designed with adequate means of vehicular access to a street or alley in a manner that will provide for all truck maneuvering on private property and truck maneuvering shall not be allowed on any public street or alley. Location of off-street loading shall minimize interference with traffic movement, as determined by the City Engineer, based upon good engineering practice.

One-way driveways shall be clearly marked with appropriate entrance and exit signs or pavement marking. If traffic in the vicinity of the site warrants the restriction of turning movements or access to or from a loading facility, as determined by the City Engineer, the property owner shall provide the signs and driveway modifications necessary to accomplish said restrictions.

E. Pedestrian Visibility

Notwithstanding any provision hereof to the contrary, loading facilities, driveways and drive approaches shall be constructed and maintained so that a pedestrian within ten (10) feet of the driveway is visible to the driver of a vehicle using the driveway.

F. Drainage

Open off-street loading facilities shall comply with the requirements of Chapter 18 of the St. Charles Municipal Code, as amended.

G. Lighting

Lighting installed for the purpose of illuminating off-street loading facilities shall be in accordance with Section 17.22 (Site Lighting).

(Ord. 2008-Z-24 § 18.)

H. Landscaping and Screening

All loading facilities shall be screened in accordance with Chapter 17.26, Landscaping and Screening.

(~~2008-Z-36~~: § 3; ~~1993-Z-6~~: § 1,2; ~~1993-Z-5~~: § 2; ~~1991-Z-7~~: § 1; ~~1960-16~~)

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17.24.160 – Required off-street loading spaces

In all zoning districts where a building, structure or use requires receipt and distribution of materials or merchandise by trucks or other vehicles larger than eighteen (18) feet in length, off-street loading facilities shall be provided, based on demand as determined by the Director of Community Development, based on similar facilities and the particular needs of the proposed occupant.

(~~2008-Z-36~~: § 3; ~~1993-Z-19~~: § 7; ~~1991-Z-7~~: § 1; ~~1960-16~~)

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17.24.170 – Aircraft and Rail Transport Rolling Stock

- A. No aircraft or rail transport rolling stock, or any part thereof, whether operable or inoperable, shall be parked or stored outdoors or within a temporary structure on a lot in any residential, commercial, or office/research zoning district, including RE, RS, RT, RM, BL, BC, BR, CBD- 1, CBD- 2, and O- R districts.
- B. Aircrafts and rail transport rolling stock may be stored in the M- 1, M-2 and PL districts in accordance with Section 17. 20.030 "Standards for Specific Uses" pertaining to Outdoor Storage and Section 17. 26. 130" Outdoor Storage".

(~~2020-Z-19~~: § 2)

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Potential Code Revisions / Additions

§ 157.141 USE.

Except as may otherwise be provided for the parking of trucks or for special uses required accessory off-street parking facilities, required as accessory to uses listed herein, shall be solely for the parking of passenger automobiles, patrons, occupants or employees.

The same off-street parking spaces may be shared between two (2) or more separate uses on the same lot, but only to the extent that the demand for such spaces by the separate uses will not occur at the same hours during the same days of the week. No shared parking shall be approved unless the Building Inspector makes a finding that the use of shared parking spaces will not occur at the same hours during the same days of the week, based upon the type of uses and their hours of operation.

§ 157.142 LOCATION.

Parking spaces required for single or two-family dwelling units shall be located on the same lot as the dwelling served. Parking spaces required for all other use, except uses in the B-1 districts, which are established after the effective date of this chapter, shall be located on the same lot as the use served. Uses, other than single-family dwellings, which are in existence on the effective date of this chapter and which are subsequently altered or enlarged and new uses in the B-1 districts may be served in accordance with requirements of this chapter, by **either public or private** parking facilities located on land other than the lot on which the building or use served is located; provided, the facilities are located within 300 feet walking distance from the main entrance to the use served.

Chapter 16.32 - OFF-STREET PARKING AND LOADING REGULATIONS

16.32.010 - Off-street parking requirements.

Off-street parking spaces shall be provided as follows:

- A. Private Club or Lodge. One parking space for each 400 square feet of floor area;
- B. Church or Temple. One parking space for each four seats in the main auditorium;
- C. Private School. For high schools, colleges and universities, ten spaces per classroom; for elementary schools, two parking spaces per classroom;
- D. Hospital. Two parking spaces for each bed;
- E. Sanitarium or Institutional Home. One parking space for each three beds;
- F. Funeral Homes. ten parking spaces for each chapel, plus one for each funeral home vehicle plus one for each family residing on the premises;
- G. Auditoriums, Theaters and Other Places of Public Assembly. One parking space for each four seats, plus additional spaces equal in number to at least 50 percent of employees thereof;
- H. Community Center, Library, Museum, or Similar Public or Semi-Public Building. One parking space for each 300 square feet of floor area in the building;
- I. Hotel or Motel. Five parking spaces plus one space for each sleeping room or suite;
- J. Medical Office Building. Buildings in which 20 percent or more of the gross area is occupied by members of the healing profession. One parking space for each 200 square feet of the gross area used for this purpose;
- K. Manufacturing or Industrial Establishment, Research or Testing Laboratory, Creamery, Bottling Plant, Warehouse or Other Similar Establishments. Two parking spaces for every three employees on the maximum shift, plus space to accommodate all trucks and other vehicles used in connection therewith;
- L. Establishments Handling the Sale and Consumption on the Premises of Food, Beverages and Refreshments. One parking space for each 100 square feet of floor area;
- M. Commercial Storage Facility. One parking space for each ten thousand (10,000) square feet, or fraction thereof in excess of five thousand (5,000) square feet, of the gross floor area used for said purpose, plus additional spaces equal in number to the maximal number of employees on premises at any given time;
- N. All Non-residential Buildings, Except Those Above Specified. One space for each 300 square feet of floor area, plus such additional spaces as the Planning and Zoning Commission may deem necessary.

(Ord. 07-31 § 16, 2007; Ord. 03-33 §§ 4, 5, 2003; prior code § 5-17)

(Ord. No. 09-14, § 4, 4-7-2009)

16.32.020 - Rules for computing parking spaces.

In computing the number of required off-street parking spaces, the following rules shall apply:

- A. "Floor area" means the gross floor area of the specific use, excluding any floor or portion thereof used for parking, as defined in this title.
- B. Where fractional spaces result, the parking spaces required shall be the nearest whole number.
- C. In the case of mixed uses, the parking spaces required shall equal the sum of the requirements of the various uses computed separately.
- D. Whenever a building or use constructed or established after January 1, 1974 is changed or enlarged in floor area, number of employees, number of dwelling units, seating capacity or otherwise, parking spaces shall be provided on the basis of the enlargement or change. Whenever a building or use existing prior to January 1, 1974 is reconstructed or is enlarged to the extent of twenty percent (20%) or more in floor area, the building or use in its entirety shall then and thereafter comply with the parking requirements set forth in this chapter. Any enlargement or change in use of less than twenty percent (20%) of the gross floor area shall be provided with parking based on the enlargement or change.

(Prior code § 5-18)

16.32.030 - Location of required parking spaces.

All parking spaces required by this chapter shall be located as follows:

- A. The parking spaces required for residential buildings or uses shall be located on the same lot with the building or use served. The parking spaces required for any other building or use may be located on an area within 300 feet of said building and two or more owners of buildings may join together in providing the required parking spaces. Where the required parking spaces are not located on the same lot with the building or use served, the usage of the lot or tract upon which said parking spaces are provided shall be restricted by an instrument of record describing the premises for which said parking is provided and assuring the retention of such parking so long as required by this title.
- B. No parking spaces may be located in a required front yard in any commercial or industrial district.

(Prior code § 5-19)

16.32.035 - Regulations regarding landbanking.

- A. Landbanking of required parking spaces as greenspace may be permitted in the C-1, C-2, and C-2-A zoning districts when approved as a variation; provided, the owner of the subject property provides evidence which establishes that the total number of parking spaces required using the parking requirements as set forth in Section 16.32.010 are not necessary for the parking needs of the current use(s) of the subject property and there is sufficient usable land area available on the subject property to provide the required parking spaces if deemed necessary in the future by the village.
- B. Landbanking of required parking spaces as greenspace may be permitted in the M-1 and M-2 zoning districts under the following conditions:
 - 1. Landbanking of not more than twenty percent (20%) of the parking spaces required using the parking requirements as set forth in Section 16.32.010 may be approved by the Zoning Administrator; provided, the owner of the subject property provides evidence which establishes that the total number of parking spaces required using the parking requirements as set forth in Section 16.32.010 are not necessary based upon the parking needs for current and anticipated future employees, customers and guests, and there is sufficient usable land area available on the subject property to provide the required parking spaces if deemed necessary in the future by the Village. Prior to approval of the landbanking, the owner shall submit an affidavit in the form provided by the Village listing the evidence required above and stating the conditions which would require construction of the landbanked spaces.
 - 2. Landbanking of greater than twenty percent (20%) of the parking spaces required using the parking requirements as set forth in Section 16.32.010 may be permitted when approved as a variation; provided, the owner of the subject property provides evidence that establishes that the total number of parking spaces required using the parking requirements as set forth in Section 16.32.010 are not necessary based upon the parking needs for current and anticipated future employees, customers and guests, and there is sufficient usable land area available on the subject property to provide the required parking spaces if deemed necessary in the future by the Village.

(Ord. No. 09-14, § 5, 4-7-2009)

16.32.040 - Minimum improvement and maintenance standards.

Parking lots and garages provided for public use shall conform with the following improvement and maintenance standards:

- A. Such lot shall be surfaced in accordance with State Highway Design Standards of Dr = 2.25 minimum.

- B. Adequate provision shall be made for the disposal of storm water and flow calculations provided, and the village engineer shall insure that such water shall not flow onto adjoining property or adjacent sidewalks in a quantity or manner that would be detrimental thereto, or inconvenient to persons using the sidewalk.
- C. A structurally sound wall or other abutment approved by the village engineer to insure safety shall be installed around each side of the parking lot wherever said lot adjoins a public street, sidewalk or alley. An adequate retaining wall, wherever necessary to prevent the washing of soil to and from adjoining property, and a wall or screen of such height and character as are necessary for adequate screening of the parking lot from adjacent property shall also be provided to meet requirements of the village engineer.
- D. The location and width of entrances and exits to and from the lot or garage shall be as determined by the village engineer, but there shall not be more than one entrance and one exit, or one combined entrance or exit, along any one street unless same is deemed necessary by the village board for the alleviation of traffic congestion and interference of traffic movement along such street.
- E. The location of each parking space and the location and direction of movement along the driveways providing access thereto shall be indicated by painting upon the surface, by raised directional signs, or by markers or other similar measures placed in the surfacing, where required by the village engineer.
- F. Wherever the parking lots or garages are to be used during darkness, a system of flood lighting shall be installed to provide an adequate standard of illumination over the entire parking lot. All floodlights shall be shielded so that minimum glare will extend to adjacent property and shall meet requirements of the village engineer.
- G. A sign, the size and character of which shall be approved by the village engineer, shall be installed showing the ownership of the lot or garage and the permitted use thereof. If the lot or garage is so operated that a charge is made for the use of the parking facilities, the rates for parking shall be legibly shown upon the sign.
- H. Landscape planting shall be installed on all parking lots and on or adjacent to all garages. Such planting shall consist of at least one standard tree of three-inch diameter or more for each ten parking spaces in the lot or garage.
- I. A temporary shelter for the use of parking lot attendant may be maintained on the lot provided the location, construction and design of same shall be first approved by the village engineer.
- J. The parking lot or garage shall be maintained in a manner to keep it as free as practicable from dust, paper, and other loose particles, and snow and ice shall be promptly removed by the operator. All adjacent sidewalks shall be kept free from dirt, ice, sleet and snow and in a

safe conditions for use by pedestrians. All signs, markers or any other methods used to indicate direction of traffic movement and location of parking spaces shall be maintained in a neat and legible condition. Likewise, any walls, trees and shrubbery, as well as surfacing of the parking lot or garage, shall be maintained in good condition throughout its use for parking purposes and the village engineer shall have the authority to prohibit the use of the area for parking purposes unless and until proper maintenance, repair or rehabilitation is completed.

K. Operation. Any person operating a parking lot or garage shall either:

1. File with the village a bond in such form as may be prescribed by the village attorney and in such amount as required by the village board, which shall be surety for any judgment for damages rendered against the operator of the parking lot, resulting to person or property when incurred while using the parking lot; or
2. Carry public liability insurance in such amount as may be required by the village board.

(Ord. 07-27 § 1 (part), 2007; prior code § 5-20)

16.32.050 - Off-street loading requirements.

There shall be provided for any building constructed or structurally altered off-street loading space in accordance with the following requirements:

- A. Office Buildings, Apartments, Apartment Hotels, Motels and Hotels. One space for each five thousand (5,000) to fifty thousand (50,000) square feet of gross floor area; two spaces for each fifty thousand (50,000) to two hundred thousand (200,000) square feet of gross floor area; one additional space for each seventy-five thousand (75,000) square feet of gross floor area above two hundred thousand (200,000) square feet.
- B. Retail or Service Establishment or Wholesale Commercial Use. One space for each two thousand (2,000) to twenty thousand (20,000) square feet of gross floor area; two spaces for each twenty thousand (20,000) to one hundred thousand (100,000) square feet of gross floor area; one additional space for each seventy-five thousand (75,000) square feet of gross floor area above one hundred thousand (100,000) square feet.
- C. Manufacturing or Industrial Use. One space for each ten thousand (10,000) square feet of floor area or fraction thereof in excess of five thousand (5,000) square feet.

In all cases where the off-street loading space is located in a manner that a truck must back directly from a major street into a loading space, a maneuvering space of not less than 50 feet shall be provided on the lot on which the industrial use is located.

- D. Commercial Storage Facility. One loading space for each ten thousand (10,000) square feet, or fraction thereof in excess of five thousand (5,000) square feet, of the gross floor area used for such purpose, plus one space for each separate storage area (unit) which has direct ingress and egress from the exterior of the building or structure and which contains a floor area

equal to, or exceeds 200 square feet in size. The number of required loading spaces for a commercial storage facility shall be provided independently of the number of required loading spaces for other uses on the same lot or site thereof.

(Ord. 03-33 § 6, 2003; prior code § 5-21)

ORDINANCE

AN ORDINANCE AMENDING CHAPTER 15 ("MOTOR VEHICLES AND TRAFFIC"), ARTICLE 1 ("IN GENERAL"), SECTION 15-1-27 (PARKING PILOT PROGRAM") AND CHAPTER 15, ARTICLE 4 ("VEHICLE LICENSES") OF THE OAK PARK VILLAGE CODE TO CODIFY THE EXPANSION OF COMPONENTS OF THE VILLAGE'S 2019 PARKING PILOT PROGRAM AS DIRECTED BY THE VILLAGE BOARD ON FEBRUARY 27, 2023

BE IT ORDAINED by the President and Board of Trustees of the Village of Oak Park, Cook County, Illinois, in the exercise of their home rule powers, as follows:

Section 1. Village Code Amended. Chapter 15 ("Motor Vehicles and Traffic"), Article 1 ("In General"), Section 15-1-27 ("Parking Pilot Program") of the Oak Park Village Code is deleted in its entirety as follows:

~~15-1-27: PARKING PILOT PROGRAM:~~

~~A. For purposes of this section, the following terms shall be defined as follows:~~

~~BLOCKFACE: That portion of a block or tract of land facing the same side of a single street and lying between the closest intersecting streets, or between an intersecting street and a public park, cemetery, railroad right of way, or Municipal boundary line as defined in section 2.4A of the Village of Oak Park zoning ordinance, as amended.~~

~~CENTRAL BUSINESS DISTRICT: The DT Downtown Zoning District shall be as set forth in article 5 of the Village of Oak Park zoning ordinance, as amended.~~

~~PARKING PILOT AREA: All non-metered, on-street parking bounded by the east side of Harlem Avenue on the west, the south side of South Boulevard on the north, the west side of Oak Park Avenue on the east, and Harrison Street on the south, and all metered parking areas within the Central Business District.~~

~~PARKING PILOT REGISTERED VEHICLE: Any vehicle with a valid annual vehicle license as required by section 15-4-1 of this chapter registered to a resident of the parking pilot area.~~

~~3HR 8-8: Daytime on-street parking time limits of three (3) hours, enforced eight o'clock (8:00) A.M. — eight o'clock (8:00) P.M., Monday — Saturday within the parking pilot area as codified on the map incorporated as part of section 15-1-26 of this article.~~

~~2HR 8-8: Daytime on-street parking time limits of two (2) hours, enforced eight o'clock (8:00) A.M. through eight o'clock (8:00) P.M., Monday through Saturday, on residential blocks adjacent to or within five hundred feet (500') of the MS Madison Street Zoning District as set forth in the Village of Oak Park Zoning Ordinance, as amended, within the parking pilot area as codified on the map incorporated as part of section 15-1-26.~~

~~B. Any parking pilot registered vehicle parked on the blockface of a residence to which the vehicle is registered or parked on the blockface of the same street opposite the registered address, and within a 3hr 8 8 Zone shall not be considered unlawfully parked pursuant to section 15 1 16 of this article if parked longer than the applicable three (3) hour time restriction for the parking pilot area.~~

~~C. All other provisions and prohibitions of this Code related to time limitations and parking restrictions shall be applicable to parking pilot registered vehicles.~~

~~D. The Village Manager or the Manager's designee shall have the authority to add, alter, and/or remove time limits on blocks within the parking pilot area pursuant to the Village's Manual of Parking and Traffic Guidelines, Policies, and Procedures (Parking and Traffic Process to Address Citizen Requests) adopted on September 22, 1998, as amended.~~

Section 2. Village Code Amended. Chapter 15 ("Motor Vehicles and Traffic"), Article 4 ("Vehicle Licenses") of the Oak Park Village Code is amended by deleting the overstricken language and adding the underlined language as follows:

15-4-1: LICENSE; REQUIRED:

It shall be unlawful for any resident of the Village to own or lease a vehicle, or for any person to use in the Village a vehicle owned or leased by a resident of the Village, or for a nonresident to own or lease a vehicle which has the Village as its situs or base, unless the owner of such vehicle is licensed by the Village for the current year, by July 15 of that year, as provided herein to use the same ~~and said license is displayed in a conspicuous place where it can be plainly seen. In the case of vehicles which possess a front windshield, the vehicle license sticker shall be affixed in the lower right hand corner of the front windshield on the inside in such manner as to be completely and easily read from the outside.~~

For the purpose of this section the term "resident of the Village" shall include a corporation or any business entity having its principal place of business in the Village.

For purposes of this section the term "vehicle" shall include every vehicle which is self-propelled. Dealer vehicle licenses may only be used on vehicles equipped with dealer license plates issued by the state. A Village vehicle license shall be valid only for the vehicle for which it was originally issued. Upon conveyance of title to a vehicle for which a vehicle license was originally issued and the acquisition of a replacement vehicle, a transfer vehicle license sticker may be obtained upon payment of the fee set forth in section 15-4-3 of this article.

~~In the case of motorcycles, motortricycles or mopeds, the license required by this article shall be placed at the rear thereof.~~

~~The Director of the Parking Services Department, upon the approval of the application required by this code, shall issue a decalcomania device in the form of a sticker (or a metal plate where~~

~~the sticker cannot be used), bearing the number and name or class to which such vehicle belongs and the year for which such license is issued, and it shall be the duty of the licensee to attach such sticker or plate by July 15 of that year. In the case of vehicles for which a metal plate is issued, the licensee shall attach the plate to the rear state license plate.~~

All licenses required by this article shall expire on July 14 of the year following that in which they are issued, and the fee to be paid shall be the full annual rate for that year; provided, however, that if such vehicle has been purchased or otherwise acquired by the applicant or the applicant becomes a resident of the Village after December 31 of the year for which a license is applied for, the fee to be paid for the remainder of the license year shall be an amount equal to one-half ($\frac{1}{2}$) of the annual license fee, but the applicant shall be entitled to such reduced fee only upon submission to the Director of the Parking Services Development Customer Services Department or the Director's designee of satisfactory evidence that the vehicle was purchased or otherwise acquired on or after December 31.

~~Any person displaying a license (plate or decalcomania device) shall keep the same clear so that it can be plainly seen at all times.~~

15-4-2: LICENSE; APPLICATION, CONTENTS, ETC.:

Any person desiring a license for any automobile or other vehicle shall prepare an application upon a form provided by the Director of the Parking Services Department Development Customer Services or the Director's designee, setting forth the name and address of the applicant, a description of the vehicle for which the license is desired, its state license number, if any, and the place where such automobile or vehicle is to be kept when not in use; ~~also, the number and kind of other automobiles or vehicles kept by the applicant at such place,~~ and such other information as may be prescribed. Such application shall be transmitted to the Director of the Parking Services Development Customer Services Department or the Director's designee, and upon payment by the applicant of the license fee set forth below, the Director of the Parking Services Development Customer Services Department or the Director's designee shall issue a license which shall authorize the use of such vehicle within the Village until the expiration of such license. It shall be unlawful for any person to furnish false information on an application for a vehicle license.

15-4-3: FEES GENERALLY:

The license fees to be paid annually to the Village pursuant to this article shall be as follows:

License Type		Rate In Person Or By Mail Or Online	Renewal Rate In Person Or By Mail Or Online After July 14
Passenger cars:		\$ 74.00	\$ 94.00
	Same, owned by persons 65 years of age or older	43.00	63.00
	Same, owned by handicapped persons possessing a current State of Illinois handicapped vehicle registration or placard	43.00	63.00
Recreation vehicles		74.00	94.00
Antique vehicles (State of Illinois vehicle registration showing AV status required)		21.00	41.00
Motorcycles		42.00	62.00
Motorized pedal cycles (mopeds)		34.00	54.00
Buses		64.00	84.00
Dealer plate vehicles		40.00	60.00
Duplicate licenses (original receipt required)		5.00	5.00
License transfer fees (with original sticker receipt and bill of sale required)		5.00	5.00
Truck Class B		86.00	106.00
Truck Class D		112.00	132.00
Truck Class F		134.00	154.00
Truck Class H		156.00	176.00
Truck Class J		172.00	192.00
Truck Class K		183.00	203.00
Truck Class L		214.00	234.00
Disabled veteran		0.00	0.00
Charity vehicle		0.00	0.00
Active duty United States armed forces - limit 1		0.00	0.00

Current Village licenses must be displayed by July 15. The rates set forth above shall be effective for the 2019-20 license year and thereafter and the prior rates shall be in effect through April 1, 2019.

One-half (1/2) year fees are allowed with evidence of vehicle acquisition or new residency on or after January 1 if paid within thirty (30) days of vehicle acquisition or establishing new residency. If not paid within said thirty (30) day period, the vehicle license applicant shall pay the difference in rates set forth above for purchases after July 14.

The Director of the ~~Parking Services~~ Development Customer Services Department or the Director's designee is authorized to waive the imposition of the difference in rates set forth above for purchases after July 14 for those vehicle license applicants who are able to reasonably demonstrate to the satisfaction of the Director of the ~~Parking Services~~ Development Customer Services Department or the Director's designee, that the applicant's late purchase of an annual vehicle license is due to circumstances beyond the applicant's control. Lack of funds to acquire an annual license shall not be considered to be a circumstance beyond one's control. "Circumstances beyond the applicant's control" shall include, but shall not be limited to: filing of vehicle license application within thirty (30) days of the acquisition of a new vehicle; filing the vehicle license application within thirty (30) days of becoming a new resident of the Village; or the death of an immediate family member of the applicant or serious illness or injury to the applicant or another immediate family member in close proximity to the annual vehicle license due date which prevented the applicant from obtaining the annual vehicle license in a timely manner.

15-4-4: FEES; EXEMPTIONS TO MEMBERS OF ARMED FORCES:

Members of the United States Army, Navy, Coast Guard, Air Force, Marine Corps and National Guard engaged in military service thereof who are detained on official duty in the State shall not be required by the Director of the ~~Parking Services~~ Development Customer Services Department or the Director's designee to pay the Vehicle Tax license fee provided for in section 15-4-3 of this article, nor shall disabled veterans of the United States Army, Navy, Coast Guard, Air Force, Marine Corps and National Guard.

Any such applicant shall present the necessary credentials certifying to such military service and official status by the proper officers authorized to issue such credentials. There shall be a limit of one vehicle per applicant.

* * * *

15-4-7: LICENSE; EXEMPTIONS FROM TIME LIMITED PARKING AND COMMUTER RESTRICTION PARKING ZONES

A. For purposes of this section, the following terms shall be defined as follows:

BLOCKFACE: That portion of a block or tract of land facing the same side of a single street and lying between the closest intersecting streets, or between an intersecting street and a public park, cemetery, railroad right-of-way, or municipal boundary line as defined in section 2.4A of the Village of Oak Park Zoning Ordinance, as amended.

COMMUTER RESTRICTION PARKING ZONE: Area where it shall be unlawful to park a vehicle between the hours of 8 a.m. to 10 a.m., Monday through Friday as designated by authorized signage.

REGISTERED VEHICLE: Any vehicle parked on the blockface of a residence to which the vehicle is registered or parked on the blockface of the same street opposite the registered address.

TIME LIMITED PARKING ZONE: Area where it shall be unlawful to park a vehicle longer than the time as designated by authorized signage.

B. Any registered vehicle parked within a time limited parking zone shall not be considered unlawfully parked pursuant to section 15-1-26 of this chapter if parked longer than the time designated by authorized signage.

C. Guests of blockface residents shall be eligible to obtain guest passes to park within a time limited parking zone and not be considered unlawfully parked pursuant to section 15-1-26 of this chapter if parked longer than the time designated by authorized signs. Passes shall be obtained in a form designated by the Director of the Development Customer Services Department or the Director's designee.

D. Any registered vehicle parked within a commuter restriction zone shall not be considered unlawfully parked pursuant to section 15-1-26 of this chapter if parked within time restrictions designated by authorized signage.

E. Guests of blockface residents shall be eligible to obtain guest passes to park within a commuter restriction zone and not be considered unlawfully parked pursuant to section 15-1-26 of this chapter if parked within time restrictions designated by authorized signs.

Section 2. Severability and Repeal of Inconsistent Ordinances. If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this Ordinance. All ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 3. Effective Date. This Ordinance shall be in full force and effect after its approval, passage and publication as provided by law.

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ADOPTED this 20th day of March, 2023, pursuant to a roll call vote at follows:

Voting	Aye	Nay	Abstain	Absent
President Scaman				
Trustee Buchanan				
Trustee Enya				
Trustee Parakkat				
Trustee Robinson				
Trustee Taglia				
Trustee Wesley				

APPROVED this 20th day of March, 2023.

Vicki Scaman, Village President

ATTEST

Christina M. Waters, Village Clerk

Published in pamphlet form this 20th day of March, 2023.

Christina M. Waters, Village Clerk

10-9-1: OFF STREET PARKING:

10-9-1-1: GENERAL PURPOSE:

The off street parking regulations are designed to promote traffic safety and an orderly traffic flow without congestion on the public streets. In addition, cars shall be parked off street in such a manner as to promote smooth internal traffic circulation without placing a burden on adjacent properties. (Ord. 89-04, 4-3-1989)

10-9-1-2: GENERAL REGULATIONS:

A. Off Street Parking Required: Every land use shall provide the number of off street parking spaces as specified in section 10-9-1-8 of this chapter, unless otherwise provided for elsewhere within this chapter. Such required off street parking spaces approximate the parking demand generated by each land use.

B. Accessory Use: All off street parking spaces and lots shall be considered as accessory uses to the principal land use.

C. Additions/Alterations/Change In Use: Whenever a land use is expanded, altered, or changed in such a manner as to increase the number of required off street parking spaces as specified in section 10-9-1-8 of this chapter the expanded, altered or changed use shall provide the appropriate additional off street parking spaces, except where otherwise provided elsewhere within this chapter.

D. Computation: When determination of the required number of off street parking spaces results in a fraction of a parking space, the fraction shall be rounded to the nearest whole number of parking spaces.

E. Garage And Enclosed Parking Spaces: Garage and other enclosed off street parking spaces may be included toward meeting the off street parking requirement for a land use provided that such spaces have clear access to the public street and are not occupied by trailers or miscellaneous storage items. This clear access provision does not apply to single-family detached residential districts.

F. Repair And Service: No commercial motor vehicle repair work of any kind shall be permitted in off street parking lots. Gasoline, motor oil and any other automotive product shall not be sold from an off street parking lot except in conjunction with a bona fide automobile service station.

G. Off Site Employee Parking: Each business utilizing off site employees shall provide one off street parking space for each off site employee. (Ord. 89-04, 4-3-1989)

10-9-1-3: LOCATION OF OFF STREET PARKING SPACES:

A. On Site Parking: All required off street parking spaces shall be located upon the same zoning lot as the land use served except in the B-1 downtown business district as provided in subsection B of this section.

B. B-1 District Off Site Parking: Land uses within the B-1 district may have their required off street parking spaces off site provided that:

1. Such off site, off street parking spaces are located within three hundred feet (300') walking distance from the main entrance of the land use served; and

2. That the land use served has a long term lease for such required off street parking spaces from a donor land use that maintains more than the required number of off street parking spaces for the donor's use.

C. Parking Space/Aisle Setback: All off street parking spaces/aisles or interior driveways shall be set back according to the following standards:

1. In all single-family detached residential districts and any multi-family district where the multi-family building has an attached garage, off street parking shall be permitted in either the front or side yard provided that the off street parking occurs on a driveway perpendicular to the public street leading to a garage or the property.

2. In all business, office, industrial districts and multi-family districts where the multi-family building does not have an attached garage, no off street parking space, parking aisle or interior driveway shall be located within ten feet (10') from the front property line nor within five feet (5') from any side property line or rear property line, except in the B-1 downtown business district or where otherwise provided elsewhere in this chapter. (Ord. 89-04, 4-3-1989)

10-9-1-4: PARKING SPACE/AISLE DIMENSIONS:

A. Parking Space Size: A required off street parking space shall be at least nine feet (9') in width and at least nineteen feet (19') in length, including bumper overhang of a continuous concrete curb/wheel stop. Handicapped parking spaces shall be at least twelve feet (12') in width and at least nineteen feet (19') in length. Each parking space shall have a vertical clearance of at least seven feet (7').

B. Parking Aisle Width: The required minimum parking aisle width shall be a function of the parking space angle and whether the aisle allows one-way or two-way traffic and shall be determined according to the following table:

Minimum Parking Aisle Width (In Feet)

Traffic Type	Parking Space Angle Degrees				
	90	60	45	30	Parallel
One-way	24	20	18	16	12
Two-way	24	-	-	-	22

Note: A parking space angle of 60, 45, or 30 degrees in a two-way traffic aisle shall not be permitted.

10-9-1-5: DRIVEWAY CURB CUT:

No private driveway/curb cut opening to a public street shall exceed twenty four feet (24') in width at the property line. Appropriate curb radii shall be required by the village. Divided driveway with landscaped medians that exceed twenty four feet (24') in width must be submitted to the village board for approval. (Ord. 89-04, 4-3-1989)

10-9-1-6: PARKING LOT DESIGN AND MAINTENANCE STANDARDS:

A. Parking Space Access: Each required off street parking space shall open directly upon a parking aisle or driveway of such design as to provide a safe and efficient means of vehicle access to such parking space.

B. Surfacing: All open off street parking areas for commercial, industrial, and multi-family districts shall be improved with a compacted gravel or stone base and surfaced with bituminous asphalt or reinforced concrete as provided in the approved manual of practice (engineering specifications).

C. Drainage: All off street parking lots containing ten (10) or more cars shall provide positive on site storm water detention and/or ground water aquifer recharge where soil conditions are suitable. Such storm water drainage and detention plans must be approved by the village engineer.

D. Lighting: All off street parking lots containing ten (10) or more cars shall provide adequate parking lot lighting. No light standard shall exceed thirty feet (30') in height.

1. Commercial: All commercial or industrial parking lot lighting that is within one hundred fifty feet (150') of residential property shall use a shielded light source that shall not emit light at an angle greater than forty five degrees (45°) from the vertical. All parking lot lighting shall be extinguished no later than thirty (30) minutes after the close of the use being served, except as may otherwise be deemed security lighting.

2. Residential: All residential parking lot lighting shall use a shielded light source that shall not emit light at an angle greater than forty five degrees (45°) from the vertical. Only security lighting may be on all night.

E. Screening: All open, off street parking areas containing five (5) or more parking spaces shall be effectively screened on each side adjoining or fronting any residential property or any institutional property by a well maintained, solid wall, fence, berm or a densely planted compact evergreen hedge not less than five feet (5') high. Hedges must have bushes planted not more than two and one-half feet (2¹/₂') centerline to centerline.

F. Landscaping:

1. All nonresidential parking lot setback areas that are not subject to the screening provisions of subsection E of this section shall be landscaped in such a manner as to not obstruct sightlines and according to the following landscape schedule for each one hundred (100) linear feet visible to the public right of way:

2 approved urban shade trees	3 inch diameter
2 small ornamental trees	5 to 6 feet high
3 evergreen trees	3 to 4 feet high
6 small bushes	

2. All off street parking lots designed to contain twenty (20) or more cars shall submit a parking lot landscaping plan to the village for approval. The landscaping standard shall be one 200-square foot nonperimeter planting island improved with one 3-inch diameter shade tree and five (5) small bushes for each twenty (20) parking spaces.

G. Sweeping: Each off street parking lot containing fifty (50) or more parking spaces shall be periodically swept or vacuumed to remove dirt, litter, glass, oil, and exhaust emission byproducts so that these items are not washed into the storm water system or clog storm sewer inlets.

H. Striping: Each off street parking lot containing five (5) or more parking spaces shall be appropriately striped to conform with the village's parking space size dimensions. (Ord. 89-04, 4-3-1989)

10-9-1-7: HANDICAPPED PARKING SPACES:

Each off street parking lot containing ten (10) or more parking spaces shall provide handicapped parking spaces, suitably striped and signed, according to the following formula:

10 – 25 parking spaces	1 handicapped parking space
26 – 50 parking spaces	2 handicapped parking spaces
51 – 75 parking spaces	3 handicapped parking spaces
76 – 100 parking spaces	4 handicapped parking spaces
101 + parking spaces	4 handicapped parking spaces plus 1 additional space for every 100 parking spaces above 101 spaces

10-9-1-8: REQUIRED OFF STREET PARKING SPACES:

Uses	Required Parking Formula
Uses	Required Parking Formula
Industrial	
Manufacturing/assembly	1 space per employee as related uses to the working period when the maximum number of employees are employed on the premises
Warehouse/storage uses	Same as manufacturing
Institution and miscellaneous	
Auditoriums/gyms	1 space for every 4 seats or parking equal to 25 percent of capacity
Churches	1 space for every 4 seats
Daycare center	1 space for every 5 children capacity
Elementary school	2 spaces per classroom
Funeral homes	15 spaces per chapel
Museums and libraries	1 space per 500 square feet of floor area
Nursing home	1 space for every 3 beds
Office	
Banks and savings and loans	1 space per 200 square feet of floor area plus 5 stacking spaces per drive-up teller
Doctor/dentist office	3 spaces for each examining treatment room
General office use	1 space per 250 square feet of floor space
Residential	
Multiple-family buildings	2 spaces per dwelling unit plus 3 parking spaces for each multiple of 7 units in a building to be used for guest parking
Single-family detached home	2 spaces per unit
Retail	
Furniture/appliance store	1 space per 600 square feet of showroom floor area
General retail use	1 space per 200 square feet of floor area
Motor vehicle sales	1 space per 200 square feet for the first 1,000 square feet of showroom floor area plus 1 space per 1,000 square feet thereafter
Restaurant/tavern	1 space for every 3 seats
Service/entertainment	
Auto service station	4 stacking spaces per gasoline lane plus 2 spaces per service stall plus 1 space per employee
Banquet halls/event facilities	1 space per 200 square feet of floor area
Barber/beauty salons	3 spaces per chair
Bowling alley	5 spaces per alley plus 1 space for every 3 seats of accessory restaurant lounge use
Hotel/motel	1 space per room plus 1 space for every 3 seats of accessory restaurant lounge use
Indoor theater	1 space for every 4 seats
Other	Parking spaces on the same basis as required herein for the most similar use as determined

(Ord. 89-04, 4-3-1989; amd. Ord. 20-20, 6-15-2020; Ord. 2022-06, 3-7-2022)