



## DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

*Planning Division*

### **m e m o r a n d u m**

**TO:** Laurel Lunt Prussing, Mayor

**FROM:** Elizabeth H. Tyler, AICP, Director, Community Development Services

**DATE:** May 17, 2007

**SUBJECT:** Plan Case 2002-T-06: Text Amendment to the Urbana Zoning Ordinance  
Regarding Off-Street Parking in Residential Areas

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### **Introduction and Background**

The City of Urbana is in the process of enacting a series of neighborhood conservation initiatives to address problems identified in residential neighborhoods. Among the issues that have been raised are the location and condition of off-street parking areas in residential districts, the use of gravel for parking and driveways, lack of clarity in the current parking regulations, and the adequacy of our current open space requirements. The presence of improperly parked vehicles, nonconforming gravel parking areas, uncontained gravel driveways, and excessive backyard parking are particularly noticeable in neighborhoods surrounding the University of Illinois campus.

In order to address these issues, staff suggests a multi-pronged approach of enforcement and Zoning Ordinance clarifications. This memorandum provides information on:

- Enforcement Strategies
- Proposed Text Amendments to the Urbana Zoning Ordinance
- Evaluation of our Open Space Ratio requirements

The primary purpose of this memorandum is to introduce the text amendment to clarify the language in the Zoning Ordinance regarding off-street parking. The accompanying sections on enforcement strategies and open space requirements provide a context for this text amendment. At their May, 10, 2007 meeting, the Urbana Plan Commission held a public hearing on this case. The Commission voted 6 ayes and 0 nays to forward the proposed amendments to City Council with a recommendation for approval.

### **Issues and Discussion**

The Zoning Ordinance defines a parking lot as the “total area on a zoning lot provided for the parking of four or more vehicles”. Article VIII of the Zoning Ordinance addresses the proper design, location, and amount of parking that is necessary for various uses.

According to the Zoning Ordinance, a minimum of two off-street parking spaces must be provided for single-family residential uses. These spaces are generally provided through a combination of garage and driveway spaces. The Zoning Ordinance allows single and two-family uses to construct an additional two spaces in an accessory parking area off of the driveway. The permitted surfaces for single- and two-family residential driveways and accessory parking areas include rough-grained gravel, with a curb or border required for gravel containment. Many of Urbana's older residential areas are comprised of gravel driveways. There are also numerous shared driveways and accessory parking areas. Problems in these areas arise when the gravel is poorly maintained, is not contained, and when accessory parking areas are not properly placed or maintained. These problems are most prevalent in areas where single-family homes have multiple residents with separate vehicles.

Prior to 1990, all parking surfaces in Urbana were required to be improved with an "all-weather dustless material as approved by the zoning administrator". As of 1990, the Zoning Ordinance required that all parking lots (i.e., areas with four or more parking spaces) be paved with an asphalt or other allowable dust-free surface. The 1990 Amendment provided for existing gravel driveways to attain non-conforming status. Gravel parking lots created prior to 1990 have sometimes claimed exemption as a grandfathered material. The problem with this argument is that gravel is an ephemeral surface and must be periodically refreshed. In addition, study of aerial photographs show that these nonconforming parking areas have expanded over time.

The continued presence of gravel parking lots in residential neighborhoods is problematic for the following reasons:

- Gravel spreads if improperly contained. After several years it is difficult to tell where the parking lot ends and the yard begins. This can lead to more cars parking in the lot than allowed and some backyards that are entirely graveled over.
- It is difficult to demarcate parking spaces in gravel. This can lead to more cars parking in the lot than allowed and situations of unsafe access.
- Almost all types of gravel produce and spread dust.
- Gravel is difficult to plow in the winter.
- Weeds will grow through if the parking lot is improperly maintained.
- Gravel can spread into the public streets and collect in storm drains.
- Unkempt gravel parking lots presents a blighted appearance and may negatively impact property values.

## **Survey Results and Enforcement Strategies**

For purposes of this study, a survey of Urbana's older residential neighborhoods was conducted to identify locations of potentially nonconforming parking areas, parking lots, and driveways. By far the greatest number of concerns were found in the West Urbana Neighborhood. A detailed lot-by-lot survey was then conducted in the area bordered by Green Street to the North, McCollough Street to the East, Iowa Street to the South and Lincoln Avenue to the West, as shown in Exhibit "A". Gravel parking surfaces are separated into four categories, as shown in Exhibit "B" and described

below. For each of these categories, city staff has devised an appropriate enforcement response to address the areas of improper gravel parking.

*Category 1*

Gravel parking lots in areas zoned R-4 or higher will need to be paved in conformance with the Zoning Ordinance. These locations are identified in Exhibit “B” in red. Staff will work with owners to ensure they are able to pave their lots without causing drainage problems on-site or on nearby properties. Minimization of impacts on shared on-street parking spaces will also be a goal. This process will begin with outreach to the property owners. A sample outreach letter is included as Exhibit “E”. There are 7 cases of this category.

*Category 2*

For Multiple-Family uses zoned R-3 or lower (shown as orange), staff will research the history of the property to determine whether the parking lot was established legally and how many parking spaces are required. Parking for apartment buildings may be required to be paved. Houses which have been converted to three or more dwelling units will not be required to be paved. These homes may eventually be converted back to single-family uses, but to pave over the back yard would make that outcome unlikely. There are 16 cases of this situation.

*Category 3*

For Single-Family and Duplex uses only two accessory spaces are allowed. Several of the properties in this situation appear to have more than the allowed amount, as shown in green. Staff will examine the history of each case to determine whether the extra parking is allowed as an accessory space. If not, the Zoning Administrator may determine the extra spaces to be disallowed and cause them to be removed. There are 26 cases of this situation.

*Category 4*

Gravel accessory spaces in Single Family and Duplex uses (shown in blue) should be contained. These cases will be dealt with as they arise under the Systematic Rental Registration Inspection cycle and/or as site-specific complaints are received. There are 65 potential cases of this situation.

**Proposed Enforcement Strategies**

Category	Land Use	Zoning District	Number of Gravel Parking Spaces On Site	Solution	Number of Known Cases
1 (Red)	Multi-Family Apartments	R-4, R-5, R-7	4 or more	Require Pavement	7
2 (Orange)	Multi-Family Apartments	R-2 & R-3	4 or more	Remove Unallowed Spaces and Pave	16
3 (Green)	Houses and Duplexes	R-2 & R-3	3 or more	Remove Unallowed Spaces, Do Not Pave	26
4 (Blue)	Houses and Duplexes	R-2 & R-3	2 (per DU)	Restore & Cleanup	65

**Text Amendments to the Zoning Ordinance**

The Zoning Administrator is recommending a number of amendments to the Zoning Ordinance with respect to off-street parking in residential areas. The overall intent of the proposed amendments is to make parking areas in residential neighborhoods more attractive and less of a nuisance to neighboring residents and property owners, without placing an undue burden on the owners of these parking areas.

The Urbana Zoning Ordinance specifies where and under what circumstances off-street parking is allowed, but the language needs to be improved for clarification. This lack of clarity led to a recent zoning appeal case where a property owner believed that off-street parking was permitted in the front yard of a residence as long as it was connected to (but not an integral part of) the driveway. (ZBA-06-A-01, Appeal of an Interpretation Made by the Urbana Zoning Administrator by Rita and David Mennenga). As a result of these concerns, the Zoning Administrator is requesting amendments to the Zoning Ordinance to clarify where parking may be located and the permissible surfaces that may be used.

Following is a summary of the intent of the Zoning Ordinance with respect to off-street parking for residential uses:

- Parking may not be located in a required front yard. The only exception to this rule is parking in a driveway for a single- or two-family residence. Driveways may not exceed 45% of the lot width.
- Parking may not be located in the required side yard, except for: 1) parking in a driveway or garage for a single- or two-family residence; or 2) provision of up to two accessory

off-street parking spaces for a single- or two-family residence which are located behind the rear face of the principal structure.

- Parking may not be located in the required rear yard, except for: 1) parking in a driveway or garage for a single- or two-family residence, or 2) provision of up to two accessory off-street parking spaces for a single- or two-family residence which are located behind the rear face of the principal structure.

In order to clarify this intent, the Zoning Administrator is requesting an amendment to Chapter VIII of the Zoning Ordinance, as shown in Exhibit “C”. Those changes consist of the following:

- Add the word “rear” so that paragraph VIII-4 D reads as follows:

Except as otherwise allowed herein, off-street parking in a required front, rear, or side yard, in a required open space area, or on an unapproved parking surface is prohibited.

- Add the sentence “Accessory parking spaces shall not be located in the required front yard.” to paragraph VIII-4 F(1).

Another requested change would clarify that permeable asphalt is a permitted surface for parking lots. Explicitly allowing this material will be helpful in promoting the City’s sustainability goals as set forth in the Adopted Council Goals and Comprehensive Plan. Permeable pavement is environmentally friendly in that it allows for improved water conservation and a reduction of stormwater overflow. Unfortunately, our local clay soils are not very amenable to permeable pavement and there are some maintenance issues, but improved technologies are being introduced to make local applications more feasible.

The final substantive change would require existing gravel driveways to be contained when they are resurfaced. The Zoning Ordinance requires accessory parking spaces to be contained, but does not impose that restriction on the actual access drives. This change would require a curb or border whenever an owner adds additional gravel to their driveway.

In addition to these changes there are a few minor sections of language proposed to be clarified and corrected for consistency.

The proposed language is indicated by strikeouts and underlined additions in Exhibit “C”.

## **Comprehensive Plan Goals**

The 2005 Urbana Comprehensive Plan identifies a series of Trends and Issues which are impacting how Urbana develops, and proposes a series of Goals and Objectives to address those Trends and Issues. One of the Issues recognized under the Neighborhood heading is the conflict between single-family and multi-family land uses in areas near campus, the high demands of parking, issues of property maintenance and other general nuisance concerns. The

Comprehensive Plan identifies the following Goals and Objectives:

**Goal I.0 Preserve and enhance the character of Urbana’s established residential neighborhoods.**

*Objectives*

- I.1 Promote the organization of neighborhood groups to help advocate for neighborhood preservation and enhancement.
- I.2 Encourage investment in older properties to help maintain their appearance and long-term potential.
- I.3 Promote the improvement of existing structures through the enforcement of property maintenance codes.
- I.4 Promote established neighborhoods close to campus and the downtown as attractive places for people to live.
- I.5 Ensure appropriate zoning in established neighborhoods to help foster the overall goals for each unique area.

While these objectives do not specifically address residential parking on gravel surfaces, they do address pertinent neighborhood issues. Requiring stricter design standards and the proper improvement of parking lots would help to reduce areas of blighted appearance and encourage long-term investment in our residential neighborhoods.

## **Analysis of Open Space Requirements**

Another common concern about off-street parking lots in residential areas is the adequacy of open space on the lot. Many homes converted into multi-family rentals have essentially no rear green space, and instead have a parking lot behind the principal structure. Parking is allowed in required side and rear yards if it is behind the rear face of the principal structure. As discussed above, these situations are not in full conformance with the requirements of the Zoning Ordinance and will be addressed through a variety of enforcement methods.

As a related issue, Councilmembers have asked staff to review our open space requirements to determine if they are adequate.

Staff has studied the open space requirements of several communities, including Champaign, Bloomington, Normal, West Lafayette, East Lansing, Ann Arbor, and Madison. Urbana’s requirements for open space are generally consistent with and no less stringent than these other communities. Our regulations are similar to those of Champaign’s and are higher than those in Bloomington and Normal.

It should be noted that it is difficult to compare open space requirements across communities because of differences in the way open space is defined and calculated. The Urbana Zoning Ordinance defines open space and open space ratio thus:

*Open Space*: The portion of ground level area of a lot which is unobstructed from the ground level upwards and which meets the following criteria, except as provided in point 5 below:

1. Its minimum dimensions are 15 feet by 15 feet;
2. At least 50% of such area is in lawns, live plantings, and other permeable ground cover;
3. No more than 50% of such area is covered by paving for sidewalks, leisure and recreational areas such as patios, tennis courts, and swimming pools;
4. No part of such area is used for parking, drives, or loading areas;
5. For residential uses, at least 75% of such area shall be accessible to and for the use of all residents of the building; except that, in the case of a residential building where all units open directly onto open space at ground level, up to 75% of such required open area may be divided, as equally as practicable, among all the dwelling units as private open space, provided that each unit shall have at least 150 square feet with a minimum dimension of nine feet.

The following areas may also be considered open space, provided that they do not comprise more than 25% of the total open space, and shall be considered in the percentage limitation specified in point 3 above:

1. Roof areas free of all obstructions and available for safe and convenient use for leisure and recreation, and with minimum dimensions of 15 feet by 15 feet;
2. Private balconies having a minimum dimension of four feet, six inches by four feet, six inches if there is a minimum clearance of seven feet six inches between the floor of such balcony and the underside of the balcony immediately next above;
3. The ground area immediately below a private balcony if there is a minimum clearance of seven feet six inches between the ground level and the underside of the balcony immediately next above.

All measurements are to be made in a horizontal plane, unless in the context it is obvious that the appropriate measurement is to be made in a vertical plane. (Ord. No. 8788-28, § 3, 10-5-87)

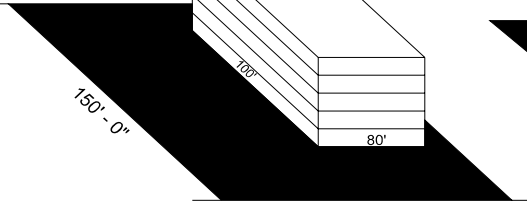
*Open Space Ratio (OSR)*: The quotient of the open space on the lot divided by the total gross floor area on the lot.

### Open Space Ratio

Formula:  $\frac{\text{Open Space}}{\text{Floor Area}} = \text{Open Space Ratio}$

Lot Area: 24,000 sq. ft.  
 Each Floor: 8,000  
 Floor Area: 40,000  
 Open Space: 13,000

$(21,000 - 8,000)$   
 $OSR = \frac{13,000}{40,000} = .325$

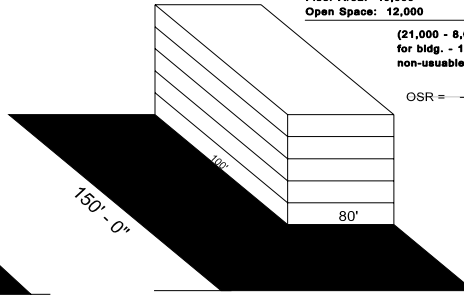


140' - 0 "

Lot Area: 21,000 sq. ft.  
 Each Floor: 8,000  
 Floor Area: 40,000  
 Open Space: 12,000

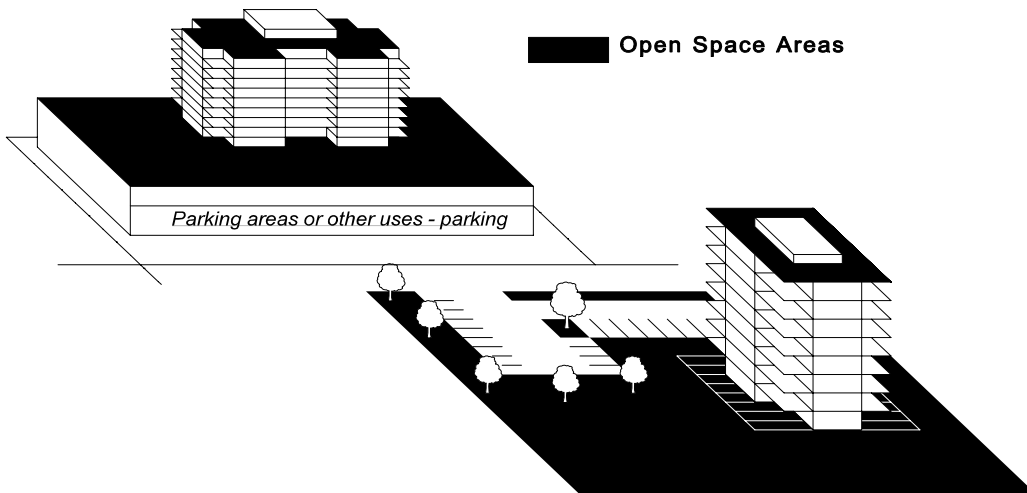
$(21,000 - 8,000)$   
 for bldg. - 1,000  
 non-usable

$OSR = \frac{12,000}{40,000} = .30$



140' - 0 "

### Open Space



**Note: All open space must meet all requirements of the Ordinance.**

In studying how other communities measure open space, there were two major differences that become evident. A few cities studied exclude required yards (or yards fronting on the street) from usable open space. If Urbana excluded required front yards from open space, this could increase the amount of open space in back yards. However, we must take care not to create a hardship if such a new requirement were to be imposed on neighborhoods with established small lots. Since open space must have a minimum dimension of 15 feet, all but the deepest front yards would be excluded from this open space calculation. One potential solution is to allow a portion of the open space requirement to encroach into the required front yard.



Another difference occurs in how communities define open space ratio (OSR). About half of the cities studied calculate OSR as ratio of open space to the entire lot area. Urbana calculates OSR as a ratio of open space to gross floor area. This can lead to inconsistent requirements across lots of the same size in the same zoning district. However, changing how Urbana calculates open space would do nothing to address the problem of property owners paving over back yards. It would also require new OSRs to be established for every zoning district in the Ordinance. At this point it appears that any benefits of such a change would be outweighed by the costs and impacts of its implementation.

In considering whether to amend the Zoning Ordinance definition of open space, the City must consider whether any potential changes will bring about the desired results. Most of the areas that could be considered to be deficient in open space are smaller, older lots in neighborhoods such as West Urbana and Historic East Urbana. If a lot fails to provide the required amount of open space, it is probably already legally non-conforming with respect to open space provision. Thus any changes to the requirements will have no effect upon it (unless the primary structure is demolished). The effects of the change would be felt mostly on the edge areas of the City, where most of the development is occurring. However, the majority of the lots being developed are relatively large, and already contain ample amounts of open space.

Imposing a higher open space ratio requirement in Urbana would have a detrimental effect on the ability to utilize our older residential areas for infill, room additions, or other reinvestment activities, since a smaller area of these lots would be available for construction. A reduction in buildability potential would reduce the value of these properties and discourage reinvestment. As a general rule, it is also unwise to create extensive areas of nonconformity through zoning regulation changes, unless there is a compelling public benefit to doing so.

Ultimately, it appears that any potential changes to the open space standards would not have the desired effect of increasing green space in Urbana's established neighborhoods and could result in a number of unintended negative consequences. Specific areas which have lost green space due to improper back yard parking can be addressed through the enforcement strategies outlined earlier in this memorandum. For these reasons, staff recommends no changes to the open space requirements contained in the Zoning Ordinance.

## **Summary of Findings**

1. The presence of excessive, unpaved and poorly maintained off-street parking areas has a detrimental effect upon neighborhood quality.
2. The proposed enforcement strategies will require the paving of illegal gravel parking lots in multiple-family residential uses consistent with the Zoning Ordinance requirements.
3. The proposed enforcement strategies will help remove excessive off-street parking that was not approved by the Zoning Administrator.

4. The proposed enforcement strategies and text amendment will provide for increased livability in Urbana's neighborhoods.
5. The proposed text amendment is consistent with the goals and objectives of the 2005 Urbana Comprehensive Plan.
6. The proposed amendment will allow for permeable surfaces to replace gravel in residential parking lots and driveways to remediate any potential issues with increased storm water runoff.
7. No amendments to the open space ratio requirements of the Urbana Zoning Ordinance are recommended at this time.

## Options

City Council has the following options for recommendation for Plan Case 2002-T-06:

- a. Approve the proposed text amendment to the Zoning Ordinance, as presented herein;
- b. Approve the proposed text amendment to the Zoning Ordinance, as modified by specific suggested changes; or
- c. Deny the proposed text amendment to the Zoning Ordinance.

## Recommendation

At their May, 10, 2007 meeting, the Urbana Plan Commission held a public hearing on this case. The Commission voted 6 ayes and 0 nays to forward the proposed Zoning Ordinance amendments to City Council with a recommendation for approval.

Based on the evidence presented in the discussion above staff concurs with the Plan Commission recommendation of **APPROVAL** of the proposed text amendment, as presented herein.

Prepared By:

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Jeff Engstrom  
Planner I

Attachments:

Exhibit “A”: Gravel Parking Lots and Driveways By Zoning District in West Urbana

Exhibit “B”: Map of Enforcement Strategies for Gravel Parking Lots in West Urbana

Exhibit “C”: Proposed Changes to Article VIII of the Zoning Ordinance

Exhibit “D”: Photographs of Typical Illegal Gravel Parking Lots

Exhibit “E”: Sample Enforcement Letter

**ORDINANCE NO. 2007-05-044**

AN ORDINANCE APPROVING A TEXT AMENDMENT TO THE ZONING ORDINANCE  
OF THE CITY OF URBANA, ILLINOIS

(Article VIII, With Respect to Off-Street Parking in Residential Areas -  
Plan Case No. 2002-T-06)

WHEREAS, the City Council of the City of Urbana, Illinois adopted Ordinance No. 2006-04-040 on April 17, 2006 consisting of a Comprehensive Amendment to the 1993 Zoning Ordinance of the City of Urbana, also known as the Urbana Zoning Ordinance; and,

WHEREAS, the Urbana Zoning Administrator has submitted a petition to amend Article VIII of the Urbana Zoning Ordinance regarding off-street parking in residential areas to clarify the intent of the ordinance and to make miscellaneous editorial changes; and,

WHEREAS, after due publication in accordance with Section XI-7 of the Urbana Zoning Ordinance and with Chapter 65, Section 11-13-14 of the Illinois Compiled Statutes (65 ILCS 5/11-13-14), the Urbana Plan Commission held a public hearing on the petition on May 10, 2007; and,

WHEREAS, the Urbana Plan Commission voted 6 ayes to 0 nays on May 10, 2007, to forward Plan Case #2002-T-06 to the Urbana City Council with a recommendation for approval of the proposed amendment; and,

WHEREAS, after due and proper consideration, the Urbana City Council has determined that the amendments described herein conform to the goals, objectives and policies of the 2005 Urbana Comprehensive Plan as amended from time to time; and,

WHEREAS, after due and proper consideration, the Urbana City Council has deemed it to be in the best interest of the City of Urbana to clarify the Zoning Ordinance in regards to where off-street parking may be located and to make miscellaneous editorial changes.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF URBANA, ILLINOIS, that the Urbana Zoning Ordinance shall be amended as follows:

Section 1. Article VIII is hereby amended to read as follows in the document attached hereto as "Exhibit A".

Section 2. The City Clerk is directed to publish this Ordinance in pamphlet form by authority of the corporate authorities. This Ordinance shall be in full force and effect from and after its passage and publication in accordance with the terms of Chapter 65, Section 1-2-4 of the Illinois Compiled Statutes (65 ILCS 5/1-2-4).

This Ordinance is hereby passed by the affirmative vote, the "ayes" and "nays" being called of a majority of the members of the City Council of the City of Urbana, Illinois, at a regular meeting of said Council on the \_\_\_\_ day of \_\_\_\_\_, 2007.

PASSED by the City Council this \_\_\_\_ day of \_\_\_\_\_, 2007.

AYES:

NAYS:

ABSTAINED:

\_\_\_\_\_  
Phyllis D. Clark, City Clerk

APPROVED by the Mayor this \_\_\_\_ day of \_\_\_\_\_, 2007.

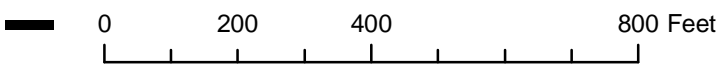
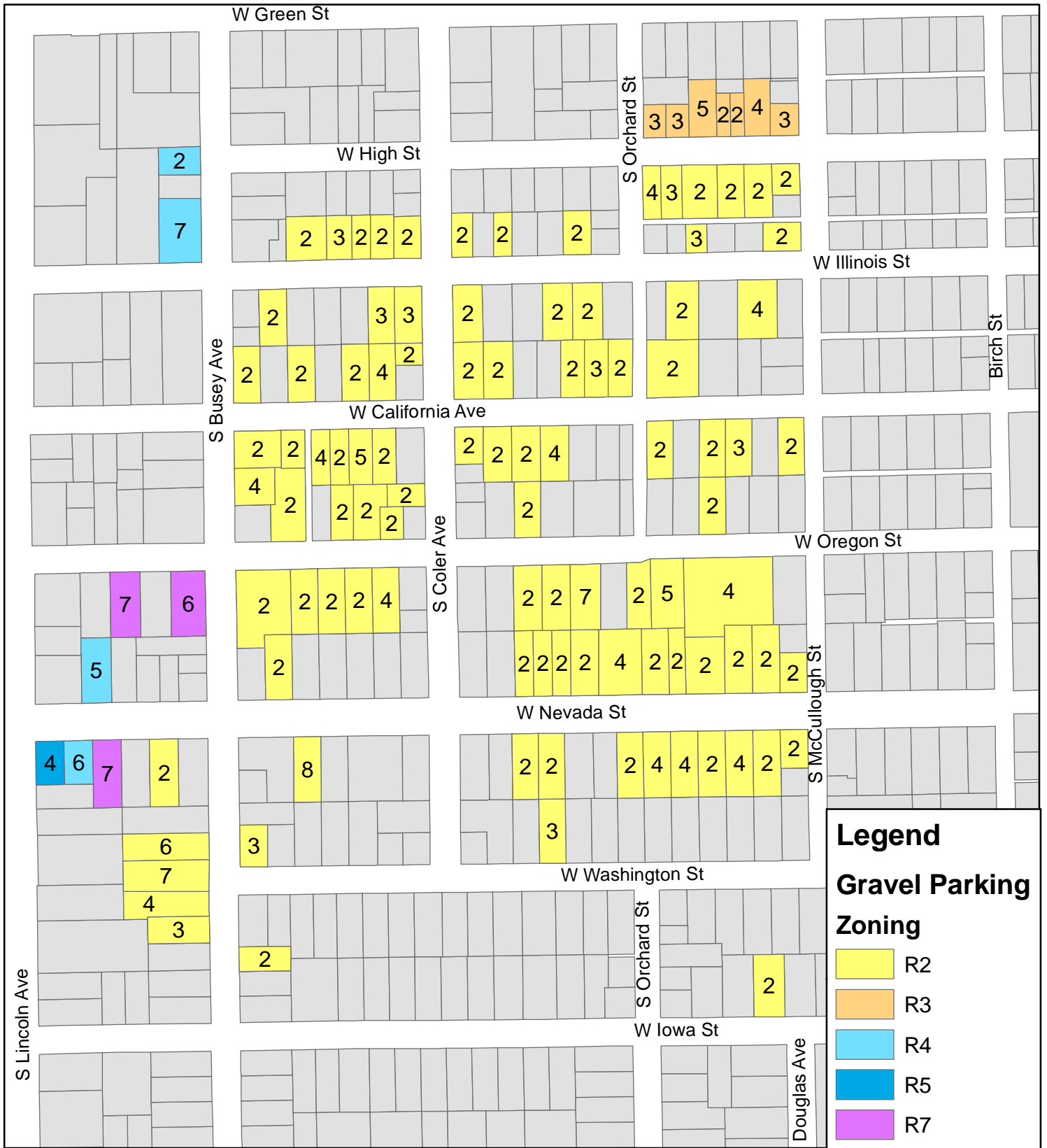
\_\_\_\_\_  
Laurel Lunt Prussing, Mayor

**CERTIFICATE OF PUBLICATION IN PAMPHLET FORM**

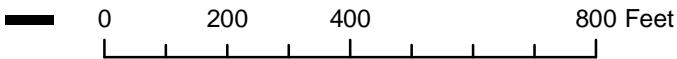
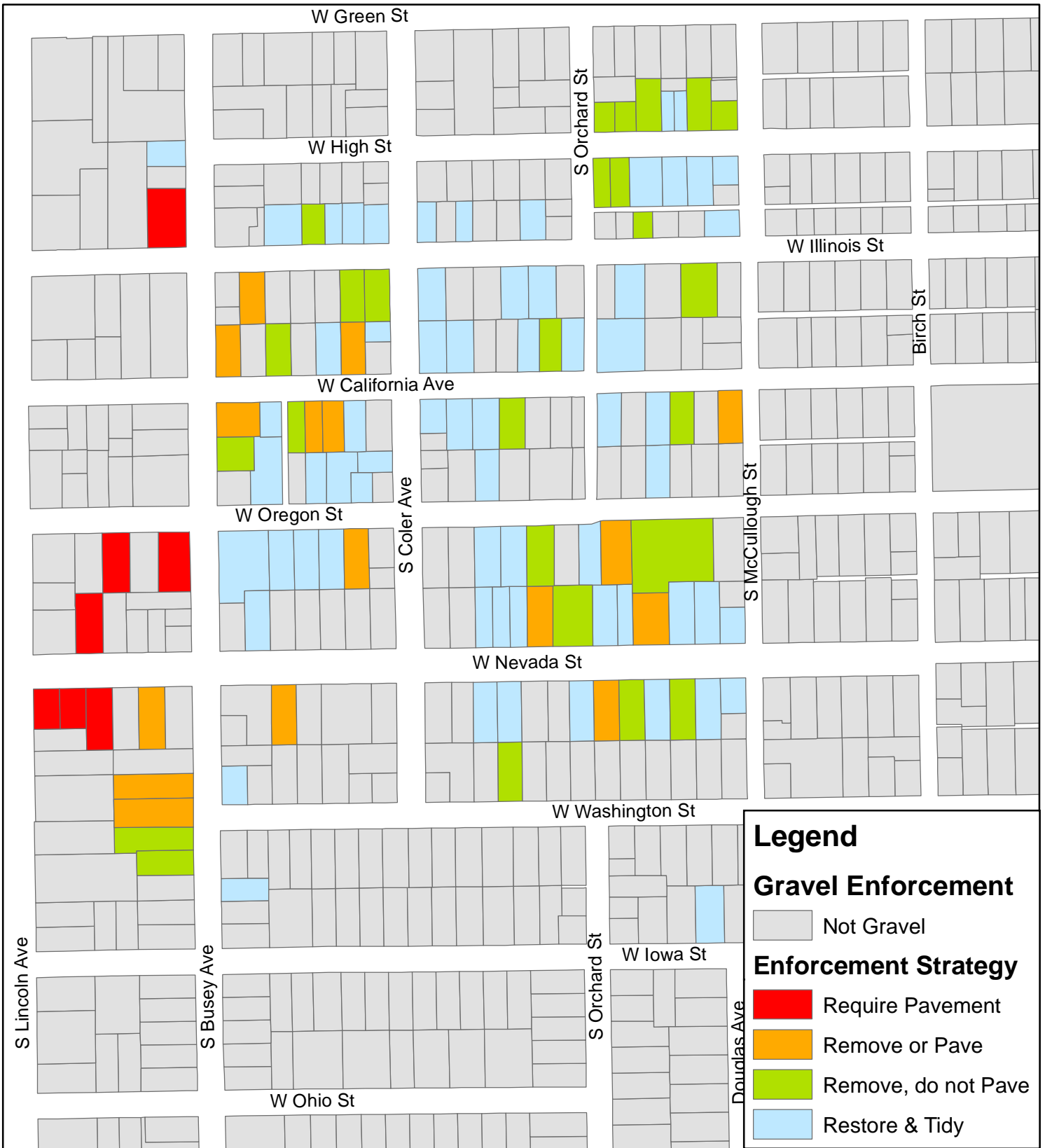
I, Phyllis D. Clark, certify that I am the duly elected and acting Municipal Clerk of the City of Urbana, Champaign County, Illinois. I certify that on the \_\_\_\_ day of \_\_\_\_\_, 2007, the corporate authorities of the City of Urbana passed and approved "An Ordinance Approving a Text Amendment to the Zoning Ordinance of the City of Urbana, Illinois (Article VIII, with Respect to Off-Street Parking in Residential Areas - Plan Case No. 2002-T-06)" which provided by its terms that it should be published in pamphlet form. The pamphlet form of Ordinance No. \_\_\_\_\_ was prepared, and a copy of such Ordinance was posted in the Urbana City Building commencing on the \_\_\_\_\_ day of \_\_\_\_\_, 2007, and continuing for at least ten (10) days thereafter. Copies of such Ordinance were also available for public inspection upon request at the Office of the City Clerk.

DATED at Urbana, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, 2007.

# Exhibit A: Gravel Parking Spaces by Zoning in West Urbana



# Exhibit B: Enforcement Strategies





## **ARTICLE VIII. PARKING AND ACCESS**

### **Section VIII-1. Applicability**

### **Section VIII-2. Special Use Permit Requirements for Off-Site Accessory Parking**

### **Section VIII-3. Design and Specifications of Off-Street Parking**

### **Section VIII-4. Location of Parking Facilities**

### **Section VIII-5. Amount of Parking Required**

### **Section VIII-6. Off-Street Loading Regulations**

### **Section VIII-7. Bicycle Parking**

### **Section VIII-1. Applicability**

- A. Off-street parking facilities required by this Article shall be provided whenever a building or structure is erected, converted, enlarged, or structurally altered, or whenever a use of land, building, or structure is established, expanded, or changed. However, this requirement shall not prohibit the owner of an existing building occupied by a conforming use from converting, enlarging, or structurally altering said building for the purpose of meeting the minimum requirements of applicable health, fire, and safety regulations.
- B. Parking spaces shall be provided either in garages or parking spaces that conform to the provisions of the Urbana Zoning Ordinance. (Ord. No. 8990-68, § 1, 2-5-90)
- C. See Article II for parking and other related definitions.

### **Section VIII-2. Special Use Permit Requirements for Off-Site Accessory Parking**

- A. Off-site parking lots and adjacent parking lot expansion located within 600 feet of R-1, R-2, and R-3 zoning shall require a Special Use Permit. Special use approval is not necessary for on-site accessory parking which is required for a new use or an expansion of an existing use that is otherwise allowed by right or by conditional use according to Table V-1. Special use approval is not necessary for one and two-family residential accessory parking expansions allowed under Section VIII-4.J. In addition to the procedures and requirements of Section VII-4, the special use review shall consider the following factors:
  - 1. Protection of adjacent residences from lighting (Section VIII-3.A.1)
  - 2. Provision of adequate drainage facilities (as required by the Urbana Land Development and Subdivision Ordinance)
  - 3. Required landscape buffering and/or fencing (Section VIII-3.F); and
  - 4. Traffic access and safety. The proposal shall demonstrate conformance to the parking lot design requirements set forth in Article VIII.
  - 5. The City may also consider or require other restrictions necessary to preserve the essential character of the district in which the parking lot is proposed, including, but not limited to, security provisions, areal extent, number of spaces proposed, orientation of drives and spaces, and setbacks.

## Section VIII-3. Design and Specifications of Off-Street Parking

### A. Design and Construction Requirements

1. Adjacent residential uses shall be screened in accordance with Section VIII-3.F from direct rays of light from the illumination of any off-street parking areas.
2. All off-street parking lots, access drives, off-street loading areas, and parking spaces shall be paved with a hard surface, including oil-and-chip, cement/concrete, asphalt, brick, permeable asphalt, permeable pavers, or other suitable surface approved by the Zoning Administrator so that the environment created is dust free and conforms to the following criteria:
  - a) The pavement design shall be such that any material composing the pavement and the soil underneath is not displaced by traffic movement in a manner that generates pollution in the air due to flying particles and causes damage, injury, or nuisance to the people/vehicles which use the facility.
  - b) The design and construction of the pavement shall be such that the physical appearance, characteristics, performance, and rigidity of the surface that comes into direct contact with vehicles does not change with varying weather conditions. The form and texture of the surface shall be conducive to safe flow of traffic.
  - c) Notwithstanding normal wear and tear, the surface and appearance of the parking lot shall be maintained to perform as originally designed.
3. Driveways and access drives existing as of March 1, 1990 which are not improved with a surface specified above shall not be required to be paved unless a new structure intended to be occupied by a principal use is constructed or the driveway is reconstructed. If said access drive is resurfaced with additional gravel, it must be contained with a curb or approved landscape border. Where a garage is not provided in new construction of single- or two-family dwellings, a paved driveway and access drive shall be provided to accommodate a minimum of two off-street parking spaces per dwelling unit which will not encroach on the public right-of-way. (See Section VIII-3.H for drainage requirements).
4. The 2001 Champaign-Urbana Urbanized Area Transportation Study (CUUATS) Access Management Guidelines shall be generally followed to determine the location and number of access drives.

### B. Handicapped Parking

1. When Illinois state, federal law, or local ordinance(s) require handicapped accessibility, all off-street parking lots, except those servicing single-family and duplex dwelling units, shall have an appropriate number of handicapped parking spaces in conformance with Table VIII-1.
2. Handicapped spaces shall be located as close as possible to an accessible building entrance.
3. Handicapped parking spaces shall be at least 16 feet wide and 18.5 feet in length and shall include an eight foot wide access aisle. Adjacent handicapped parking spaces shall not share a common access aisle.
4. Handicapped parking spaces, including design and signs, must comply with the State of Illinois Accessibility Code as amended. Where the requirements in Section VIII-3.B. of the Urbana Zoning Ordinance and the State Code differ, the more restrictive of the two standards shall apply.

**TABLE VIII-1. HANDICAPPED PARKING**

<i>Total Number of Parking Spaces Provided</i>	<i>Number of Handicapped Parking Spaces Required</i>
1 to 20	1
21 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1,000	2% of total number of parking spaces provided
Over 1,000	20 plus 1 for each 100 over 1,000

*C. Standards for Parking Space, Aisle Widths, and Module Width Design*

1. Off-street parking lots and parking spaces shall meet the standards in Table VIII-2 regarding minimum space length, space width, aisle, and module widths. Structural elements of buildings, fences, signs, utility poles, etc., shall not be allowed to encroach into these required parking space dimensions. Table VIII-2 contains two options for space width and corresponding aisle and module width. Either option will satisfy the requirements of the code. (See Figure VIII-1.)

*D. Compact Car Spaces*

1. Where ten or more parking spaces are required, the Zoning Administrator may authorize up to 20% of the total required parking spaces to be designated as compact car spaces. Such spaces shall be clearly designated and reserved for compact cars. Compact car spaces may be included in modules designed for standard spaces.
2. The length of compact car spaces may be reduced from the standard to 15 feet, six inches and the width may be reduced to eight feet six inches.

**TABLE VIII-2. PARKING LOT AND PARKING SPACE STANDARDS**

<b>Parking Angle</b>	<b>Space Width</b>	<b>Space Length</b>	<b>Aisle Width</b>	<b>Module Width (2 Rows of Parking)</b>
<b>0 Degrees (Parallel)</b>	<b>8.5'</b>	<b>22.0'</b>	<b>13.0'</b>	<b>30.0'</b>
	<b>9.0'</b>	<b>22.0'</b>	<b>11.5'</b>	<b>29.5'</b>
<b>15 Degrees</b>	<b>8.5'</b>	<b>18.5'</b>	<b>14.0'</b>	<b>40.0'</b>
	<b>9.0'</b>	<b>18.5'</b>	<b>12.5'</b>	<b>39.5'</b>
<b>30 Degrees</b>	<b>8.5'</b>	<b>18.5'</b>	<b>14.0'</b>	<b>47.2'</b>
	<b>9.0'</b>	<b>18.5'</b>	<b>12.5'</b>	<b>46.6'</b>
<b>45 Degrees</b>	<b>8.5'</b>	<b>18.5'</b>	<b>14.0'</b>	<b>52.2'</b>
	<b>9.0'</b>	<b>18.5'</b>	<b>12.5'</b>	<b>51.4'</b>
<b>60 Degrees</b>	<b>8.5'</b>	<b>18.5'</b>	<b>16.0'</b>	<b>56.5'</b>
	<b>9.0'</b>	<b>18.5'</b>	<b>14.5'</b>	<b>55.5'</b>
<b>75 Degrees</b>	<b>8.5'</b>	<b>18.5'</b>	<b>18.5'</b>	<b>58.6'</b>
	<b>9.0'</b>	<b>18.5'</b>	<b>17.0'</b>	<b>57.4'</b>
<b>90 Degrees</b>	<b>8.5'</b>	<b>18.5'</b>	<b>23.0'</b>	<b>60.0'</b>
	<b>9.0'</b>	<b>18.5'</b>	<b>21.5'</b>	<b>58.5'</b>
<p><b>Aisle widths are for one-way aisles except for 90 degree parking which must provide a two-way aisle.</b></p> <p><b>Any proposed parking angle not shown in Table VIII-2 is subject to review and approval of the Zoning Administrator.</b></p> <p><b>All measurements are in feet</b></p>				

**E. Access Drives**

1. Any access drive shall have one of the minimum clear widths outlined in Table VIII-3.
2. No zoning lot shall have more than two driveways per frontage, unless the City Engineer approves additional driveways. The Urbana City Engineer approves all driveway locations within the public right-of-way as provided for in Chapter 20 of the Urbana City Code.
3. When the access drive for 90 degree parking is a permanent dead-end, a turn-around shall be provided. The turn-around shall be designed with a minimum radius of 15 feet, a minimum width of 23 feet, and a minimum depth of six feet. Alternate turn-around designs may be approved by the Zoning Administrator. (See Figure VIII-2)
4. In order to improve the visibility for vehicles exiting from parking structures or parking lots that have a mean elevation below that of adjacent right-of-way, the access driveway shall be constructed in conformance with the dimensions illustrated in Figure VIII-3.

**TABLE VIII-3. WIDTHS FOR ACCESS DRIVES**

	<i>Minimum Width (in feet)</i>		<i>Maximum Width (in feet)</i>	
	One-Way	Two-Way	One-Way	Two-Way
Single Family Dwelling Units	9	9	Primary driveway - 35 feet; Secondary driveway - 15 feet	
Two or More Dwelling Units	12	20	24 feet or one-third of the minimum lot width for the zoning district, (as specified on Table VI-1) whichever is greater  If a zoning lot has a linear street frontage greater than 150 feet, the maximum width shall be 50 feet	
Commercial or Industrial Uses	12	22		

F. *Screening of Off-Street Parking*

1. Off-street parking that is located directly adjoining a residential zoning district or residential use shall be screened. No screening is required, however, between adjacent parking lots serving separate multi-family structures or when a parking lot is adjacent to a public alley except that screening is required when parking faces a public alley (See Figure VIII-4). On-site or off-site screening existing at the time when approval for construction of new parking is sought may satisfy this requirement subject to approval of the Zoning Administrator.
2. *Design of Parking Screening, Materials, and Maintenance*
  - a) Landscaped screening will be no less than three feet in height; except that in order to enhance visibility along the right-of-way, shrub planting adjacent to an access driveway shall not exceed three feet in height along the lot line adjacent to the right-of-way. If screening for off-street parking is in the form of a wall or fence, the requirements of this Article shall supersede the requirements of Chapter 7 of the Urbana City Code. The requirements of the visibility triangle set forth in Article VI of Chapter 20 of the Urbana City Code shall supersede the provisions of this Article. Species and planting size acceptable for such hedge plantings are shown in Table VIII-4. The Zoning Administrator may approve landscape berms or types of plant material other than those specified in Table VIII-4 upon recommendation of the City Arborist.
  - b) Where off-street parking areas are to be screened by means of a shrub planting hedge, a three feet wide planting area is required at the end of the paving surface.
  - c) All parking screening shall be maintained to effectively function as a direct headlight screen. All plant materials shall be maintained as living plant material and promptly replaced within 90 days when any such foliage dies.

## TABLE VIII-4. SHRUB SPECIES

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Chinese Juniper (recommend intermediate cultivars)  
Savin Juniper  
Swiss Mountain Pine  
Eastern Arborvitae  
Western Arborvitae  
Brown's Anglo-Japanese Yew (recommend intermediate cultivars)  
Japanese Barberry (requires well drained soil)  
Mentor Barberry  
Korean Boxwood "Wintergreen"  
Spreading Cotoneaster  
Compact Winged Euonymus  
Fragrant Sumac  
Compact European Cranberry Bush

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### 3. *Special Conditions Requiring Shade Tree Planting*

All off-street parking lots greater than 20 parking spaces for residential and commercial land uses or for employee or customer parking of industrial land uses (except for parking lots provided in a parking structure or under a principal structure) shall include shade trees placed in the parking lot according to the following requirements (see Figure VIII-5):

- a) One tree shall be provided for every nine parking spaces. Trees may be planted at intervals of less than nine spaces to achieve a more even spacing along the row. Where this ratio results in a fraction, the fraction shall always be rounded upward to the next highest number (e.g. 11.1 trees = 12 trees to be planted.)
- b) Tree plantings shall begin within 20 feet from the ends of adjoining parking rows.
- c) Trees shall have a minimum planting size of two inches caliper. Acceptable tree species are shown in Table VIII-5. The minimum planting area for trees shall be eight feet by six feet and the maximum distance between trees shall be 90 feet. Trees shall be located behind bumper stops or integral curbing, no closer than three feet and no farther than eight feet from the face of the bumper stop or the curb. Existing trees may satisfy the tree planting requirement if approved by the City Arborist.
- d) The Zoning Administrator, upon the City Arborist's recommendation, may approve alternate tree species or alternate tree planting plans which differ from these requirements but which substantially conform with the intent of this Section VIII-3.F.
- e) All trees and shrubs shall be maintained as living vegetation and promptly replaced within 90 days when any such vegetation dies.
- f) As required in Section VI-6.D, when parking is provided at ground level below any part of a principal structure in the Residential Districts, said parking shall be effectively screened by extending the façade of said structure to ground level or by installing fencing, landscaping or other suitable screening around the perimeter of the structure in accordance with the provisions of this Section VIII-3.F.

**TABLE VIII-5. SHADE TREE SPECIES**

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Amur Maple	Hackberry
Hedge Maple	Sugar Hackberry
State Street Miyabei Maple	Ginkgo
Pacific Sunset Maple	Goldenrain Tree
Paperbark Maple	Kentucky Coffee Tree
Black Maple	European Larch
Amur Corktree (only male clone varieties)	Japanese Tree Lilac
Apple Serviceberry	Silver Linden
Bald Cypress	American Sentry Linden
Cornelian Cherry Dogwood	Regal Prince (Long) Oak
Crabapple (only disease free / improved cultivars)	Swamp White Oak
Lacebark Elm	Sawtooth Oak
Triumph Elm	Bur Oak
Turkish Filbert	Limber Pine

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G. *Wheelstops and Sidewalks*

Where parking spaces are located next to public alleys and common access drives, an 18-inch setback shall be required for head-in parking facing the alley. Wheelstops of masonry, steel, or heavy timber shall be placed two feet from the end of the parking space. When a private walkway or sidewalk is located at least four inches but no more than six inches above the grade of the adjoining parking spaces and said sidewalk is a minimum width of five feet, the sidewalk may act as a wheelstop provided the parking spaces are adjacent to only one side of the sidewalk. If parking is adjacent to both sides of the sidewalk, it must be a minimum of eight feet wide or wheelstops must be placed two feet from the end of the parking spaces on one side. A two foot area of the sidewalk into which the vehicle extends must remain unobstructed and available for the vehicle at all times. If a private sidewalk serves as a wheelstop as described herein, the length of adjoining parking spaces may be reduced by two feet.

H. *Subsurface Drainage Connection*

1. Subsurface drainage connection to an approved public storm sewer is required when the impervious area and distance from existing storm sewers meets the conditions shown in Figure VIII-6 or as required by the City Engineer.
2. Impervious area includes all paved surfaces including parking lots, loading areas, access drives and sidewalks within the development, exclusive of structures. The distances from a storm sewer in Figure VIII-6 shall be measured from the point of the impervious area nearest the existing storm sewer along the projected path of the proposed storm sewer.
3. All requests for developments with more than 10,000 square feet of impervious area shall prepare a storm water management plan. Said plan shall be prepared by a registered professional engineer and include drainage calculations for existing conditions and proposed conditions for two year, five year, and 50 year storm recurrence intervals. A site plan shall be included showing the proposed storm water management system, including the location and size of all drainage structures, storm sewers, swales and swale sections, detention basins, outlet lines, and analyses of the effect of said improvement on the receiving outlet pipe and storm sewer and the associated swale and high water elevations for each storm event. Additional site specific information may

need to be submitted as required by the City Engineer. (Ord. No. 8990-68, § 1, 2-5-90; Ord. No. 9091-132, § 4, 5-20-91; Ord. No. 9091-137, § 1-5, 6-3-91)

4. The owner/developer shall include in the plans a typical detail of the method of connection to the storm sewer and details for the replacement and restoration of all paved and unpaved portions of the public right-of-way. Inspection and approval of any work required by this section shall be the responsibility of the City Engineer.

#### **Section VIII-4. Location of Parking Facilities**

- A. The Zoning Administrator or his/her duly authorized agent shall cause parking citations to be issued for violations of this Section.
- B. All off-street parking spaces required by this Article shall be located on the same zoning lot as the use to which they are accessory, except as provided herein.
- C. Accessory off-street parking may be located on a lot other than on the same zoning lot where the principal use is located as provided for in Section V-3.G.
- D. Except as otherwise allowed herein, off-street parking in a required front, rear, or side yard, in a required open space area, or on an unapproved parking surface is prohibited.
- E. Except for driveways serving a single-family or two-family residence, no parking space shall be permitted where the exiting vehicle must be backed into or out of a public street. Vehicles are allowed to back out toward public alleys when proper aisle widths are provided.
- F. *Parking in a Required Yard is Prohibited Except as Follows:*
  1. Access drives clearly serving single-family dwelling units, individual townhouses or duplex dwelling units may contain required parking for licensed passenger vehicles in the required front or side yard except that such area devoted to parking and access thereto shall not exceed 45% of the total lot width. Such spaces may be stacked. Accessory parking spaces provided pursuant to Section VIII.4.J. may not be located in the required front yard.
  2. Accessory off-street parking may locate in the required side yard and rear yard, provided that the parking is located behind the rear face of the principal structure. In the case of a lot with no principal structure on which a principal use parking lot is to be located, parking may be located in the rear or side yard. (Ord. No. 9697-154, 6-16-97) (Ord. No. 1999-06-045, 06-11-99)
  3. Off-street parking in a required rear yard is prohibited in the MOR District unless it is determined by the Development Review Board that a combination of fencing and/or vegetation have been installed and maintained to meet the requirements of Section VIII-3.F and which can reasonably be expected to shield such parking from view from adjacent residential structures within five years of the date on which such parking is allowed.
  4. Parking in a B-2, B-3, B-3U, and IN district may ten feet into the required front yard setback if a five foot buffer yard is maintained in accordance with Section VI-6.A.2.(p) of this ordinance. (Ord. No. 1999-08-079, 08-03-99)



5. In the B-2 and B3-U Zoning Districts, parking is permitted to locate in the required side yard setback if the zoning district adjacent to the setback is designated B-2, B-3, or B-3U and if the adjacent area is also used for parking.
  6. In the B-3 Zoning District, parking may locate in the required side yard setback if the zoning district adjacent to the setback is designated B-1, B-2, B-3, B-3U, B-4, B-4E, IN, MIC or OP and if the adjacent area is also used for parking.
  7. Parking in the B-2, B-3, B-3U, CCD, and IN Zoning District shall be permitted to encroach ten feet into the required 15 foot front yard but no closer than five feet from the property line if the requirements set forth in Section VI-6.A.2.(p) are met.
- G. Where parking is permitted in a required yard in any zoning district, a minimum space of 18 inches shall be maintained from the nearest edge of the parking lot to the property line. A minimum of three feet is required where parking lot screening is required in conformance with Section VIII-3.F.
- H. In residential zoning districts the following shall regulate the parking of commercial vehicles, recreational vehicles, watercraft, and off-road vehicles:
1. Recreational vehicles and watercraft, either of which are greater than 20 feet in length, and off-road vehicles be stored only in the following manner:
    - a) Inside a carport or garage in conformance with Section V-2.D.7, or
    - b) Outside behind the face of the principal building, or
    - c) Outside in the front yard at least five feet from the front lot line provided:
      - (1) Said parking is for loading and unloading operations completed within a 24 hour period, or;
      - (2) Space is not available in the side yard, or there is no reasonable access to either the side yard or rear yard. A lot shall be deemed by the Zoning Administrator to have reasonable access to the rear yard if terrain permits and access can be had without substantial damage to existing large trees or landscaping. A corner lot shall be deemed to have reasonable access to the rear yard.
  2. The length of the watercraft for the purpose of this paragraph shall not include any portion of any trailer used for transporting the watercraft which extends beyond the watercraft itself.
  3. For any single or two-family residential use, the parking surface of accessory off-street parking for passenger, recreational, watercraft and off-road vehicles shall consist of either asphalt, brick, concrete, CA-10 gravel with curb or approved landscape border of railroad ties, cement, or any other surface approved by the Zoning Administrator. For any multiple-family residential use, the parking surface of any such parking lot shall conform with Section VIII-3.A. Those accessory parking surfaces on the site of single- or two-family residences shall meet the requirements of paragraph H below.
  4. No recreational vehicle shall be used for living, sleeping, or housekeeping purposes while stored.
  5. No more than two commercial vehicles shall be on the zoning lot parked at any one time. Commercial vehicles stored outside must be parked on an approved driveway or parking space. Such commercial vehicles shall not exceed three-quarter ton capacity and shall be used by an

occupant of the dwelling for personal or business transportation. Commercial vehicles engaged in a lawful construction or service operation on the site are exempt from this requirement.

- I. Any vehicle regulated by this section that is stored outside shall be in mechanically and legally operable condition.
- J. In order to provide single and two family residential uses an opportunity to establish an accessory parking area, **a maximum of** two accessory, off-street parking spaces may be constructed for single and two family residences for passenger vehicles, recreational vehicles, watercraft and off-road vehicles. Said accessory parking must be in addition to and on other than the access drive **and must not be located in the required front yard**. The surface for such a storage area shall consist of either pavement, bricks, concrete blocks, CA-10 gravel with curb or **approved landscape** border **of railroad ties** or cement, or another surface acceptable to the Zoning Administrator. Said accessory parking area shall have approved access thereto. Dirt, woodchip, or sod surfaces are prohibited. (Ord. No. 1999-08-079, 08-03-99)
- K. Parking located at ground level below any portion of a principal structure shall be prohibited in the MOR District. Parking located underground below a principal structure shall be allowed in the MOR District in accordance with the provisions of Article VIII of this Ordinance.
- L. In any zoning district, accessory off-street parking associated with a permitted principal use, other than a non-conforming use, may be located on any separate zoning lot within 600 feet (exclusive of rights-of-way) of the principal use, subject to the following:
  1. If the principal use and the off-site parking are located in the same district, and the off-site parking is not located in a principal use parking lot as defined in Article II, the off-site parking is permitted under the same terms as the principal use. Conditional use or special use permits for the off-site parking, if applicable, may be requested simultaneously with the conditional use or special use permit for the principal use.
  2. If the principal use and the off-site parking are located in separate zoning districts, and the off-site parking is not located in a principal use parking lot as defined in Article II, the off-site parking shall be permitted according to the following rules:
    - a) The off-site parking shall be permitted by right if either the principal use or a “principal use parking lot,” or both, are principal uses permitted by right at the location of the off-site parking, according to Table V-1, Table of Uses.
    - b) The off-site parking shall require a special use permit if a) above is not applicable.
    - c) The petitioner must demonstrate to the Zoning Administrator that the number of off-street parking spaces, plus any parking spaces maintained off-site, satisfies parking requirements for the principal use, and that said parking spaces are dedicated to serve the principal use.
  3. If the off-site parking is located within 600 feet of property zoned R-1, R-2, or R-3, it shall require a special use permit subject to the provisions of Section VIII-2.
  4. If the off-site parking is located in a principal use parking lot, then its location is permitted by right or as a special use according to Table V-1, Table of Uses.
  5. In all cases in which off-site parking is permitted, the Certificate of Occupancy for the principal use shall specify the required number of parking spaces to be maintained in the accessory off-site

parking. The Certificate of Occupancy shall state that the parking space sufficient to meet ordinance requirements is maintained on and/or off-site.

### **Section VIII-5. Amount of Parking Required**

- A. Except as otherwise provided herein whenever a use is established or a building or structure is erected or converted to any use listed in this Section or the use amount required by Table VIII-6, "Parking Requirements by Use." When a building or structure is enlarged, expanded, or structurally altered, and the existing parking is legally nonconforming, the total parking requirement shall be calculated by adding the number of existing off-street parking spaces to the number of newly required parking spaces for the additional floor area as determined by Table VIII-7.
- B. In the case of a use that is not specifically mentioned in Table VIII-7, parking shall be provided according to the requirements for the use to which it is most related or similar as determined by the Zoning Administrator.
- C. Off-street parking is not required in the B-4 Central Business Zoning District. Any off-street parking that is provided shall be in conformance with Article VIII of this Ordinance.
- D. The off-street parking required by Section VIII-5 for land uses that are located in the B-4E Central Business Expansion Zoning District shall be provided at a rate equal to 50% of the amount required by Table VIII-7, entitled "Parking Requirements by Use". However, this reduction in parking within the B-4E District shall not apply to residential and related uses which shall be required to provide the full amount of off-street parking as required in Table VIII-7.
- E. Where the applicable zoning district regulations permit, nothing in this Article shall be construed to prevent the provision of collective off-street parking facilities for two or more business or industrial uses. The required total of such off-street parking spaces supplied collectively shall not be less than 85% of the sum of the requirements computed separately. In cases of collective usage involving dwelling units, there shall be no reduction in the requirements of this Article. All such parking spaces shall be located in accordance with Section VIII-4.
- F. Drive-through facilities shall provide a lane(s) for the stacking of motor vehicles waiting to use the drive thru facility. The minimum length of each stacking lane for drive-in facilities other than fast-food restaurants (such as automobile washes, banks) shall be 60 feet per drive-up facility or window. The minimum total capacity of each stacking lane for fast-food restaurants shall be 90 feet per drive-up facility or window. Each stacking lane shall have a minimum width of seven and one-half feet. Such stacking lane(s) shall not include any portion of any access aisles for off-street parking lots. This subsection shall not apply to gas stations.
- G. Drive-through facilities for any use in the B-1, Neighborhood Business Zoning District shall be considered accessory to the principal use and shall require the granting of a Special Use Permit under the provisions of Article VII herein.
- H. For the purposes of determining off-street parking requirements listed in Table VIII-7, the following units of measurement shall apply:
  - 1. *Floor area.* In the case of uses where floor area is the unit for determining the required number of off-street parking spaces, floor area shall mean the gross floor area as defined in Article II, Definitions, of the Zoning Ordinance but exclusive of such floor areas the Zoning Administrator determines to be storage closets.

2. *Places of Public Assembly*

- a) In stadiums, sports arenas, churches, and other places of public assembly in which those in attendance occupy benches, pews, and other similar seating facilities, each 22 inches of such seating facilities shall be counted as one seat for the purpose of determining the off-street parking requirements of the Urbana Zoning Ordinance.
- b) For open assembly areas (no seats), the number of parking spaces shall be equal in number to 25% of the capacity in persons as determined by the Zoning Administrator.
- c) In cases where a place of assembly has both fixed seats and open assembly areas, requirements shall be computed separately for each type and then added together to determine total parking requirement.

3. When units of measurement determining the number of required parking spaces result in requirements of a fractional space, any fraction under one-half shall be disregarded, and any fraction of over and including one-half shall require one full parking space.

I. Off-street parking required for ~~commercial~~ **Planned Unit Developments/General Shopping Centers** may be reduced in accordance with the provisions of Section XIII-3.E.3.(i)1 (Ord. No. ~~2000-11-135, 12-4-00~~ **2007-01-003 04-04-07**)

J. At least 60% of the total number of parking spaces in an accessory use parking lot must be dedicated to serve that principal use. If the accessory use parking lot is located in the R-1, R-2, R-3, R-4, R-5, R-6, R-6B, or R-7 use must be reserved for occupants of residential uses. If an off-site accessory use parking lot which is accessory to a residential use is located within 600 feet of any property zoned R-1, R-2 or R-3, at least 90% of the total number of parking spaces in the accessory use parking lot must be dedicated to serve the principal use. (Ord. No. 2005-02-017, 02-18-05)

K. *CCD, Campus Commercial District Parking Requirements.* Parking requirements shall be calculated for individual uses permitted in the CCD, Campus Commercial District, as specified in Table V-1. Each use shall provide parking at a rate of one-half of the requirement for said use outlined in Table VIII-7, with the following exceptions:

1. *Restaurants, Cafés, and Coffee Shops.* 1 space per 400 square feet of floor area, including outdoor seating areas.
2. *Multiple Family Dwellings.* 0.75 spaces per bedroom; no less than 1 space per dwelling unit.
3. *Technical Training and Test Preparation.* 1 space per 600 square feet of floor area.

## **Section VIII-6. Off-Street Loading Regulations**

- A. All off-street loading spaces shall have a vertical clearance of at least 14 feet.
- B. All off-street loading spaces shall be designed with adequate means of vehicular access to a street or improved alley in a manner that will least interfere with traffic movement.
- C. Off-street loading spaces shall be screened in accordance with Section VIII-3.F of this Article.

- D. Off-street loading berths and spaces shall be improved in accordance with Section VIII-3.A of this Article.
- E. In no case shall an off-street loading space be considered as part of the area provided to satisfy off-street parking requirements as listed herein.
- F. Off-street loading spaces may be located in a required rear yard.

## **Section VIII-7. Bicycle Parking**

A. Provisions must be made for the parking of bicycles for multiple-family residential or commercial uses in those instances where ten or more automobile parking spaces are required. Bicycle racks with a minimum capacity for four bicycles shall be provided for bicycle parking. Parking areas for bicycles are permitted wherever automobile parking is allowed, and shall be paved with an all-weather dustless material approved by the Zoning Administrator. Bicycle parking areas shall not obstruct walkways or other pedestrian areas. Inclines shall be provided wherever there are curbs, stairways, or other grade separations between bicycle parking areas and the street or driveway. Provisions for the convenient and accessible parking of bicycles shall be made in accordance with Table VIII-6. In addition the following provisions shall also apply:

### *1. Zoning Administrator Review*

- a) The Zoning Administrator shall determine whether proposed developments are subject to the bicycle parking requirements set forth in Table VIII-6, based upon demand generated by the use, the locations of the development, the proximity to other uses with bicycle parking demand, and other relevant factors.
- b) For non-residential uses, bicycle parking spaces shall be required only for those developments requiring 20 or more automobile parking spaces per Table VIII-7.
- c) The Zoning Administrator shall have the ability to reduce the number of required bicycle parking spaces by up to 50% in response to evidence regarding expected bicycle use submitted by the petitioner.

### *2. Type and Location of Bicycle Parking Racks*

- a) Provisions regarding type and location of bicycle parking racks shall apply to new development as well as to changes in use or intensity of use in existing development.
- b) Bicycle parking rack types shall be designed so as to accommodate standard bicycle models and lock types and shall be subject to the approval of the Zoning Administrator as part of the building permit review process.
- c) Bicycle parking areas shall not obstruct walkways or other pedestrian areas.
- d) Bicycle parking areas shall be allowed in the same location as automobile parking on a site.
- e) For non-residential uses, bicycle parking racks may be placed within the area of up to two automobile parking spaces on a site. These spaces may be credited toward the total number of off-street automobile parking spaces required by Section VIII-5 and Table VIII-7.

- f) Bicycle parking areas shall be placed on an approved dust-free surface, subject to the review and approval of the Zoning Administrator. Acceptable surfaces include, but are not limited to, concrete, asphalt, bricks, rock chips, recycled asphalt, and wood chips.
- g) For non-residential uses in the AG, B-1, B-2, B-3, B-3U, CRE, IN, and MIC zones, bicycle parking areas may encroach into the required front yard setback, but in no case shall be closer than five feet to the front property line.
- h) For non-residential uses in the B-4 zoning district, bicycle parking areas may be permitted in the right-of-way subject to City Engineer approval.
- i) For non-residential uses in the B-4E zone, bicycle parking areas may encroach into the required front yard.
- j) Bicycle parking areas are prohibited within the front yard setback in the R-1, R-2, R-3, R-4, R-5, R-6, R-6B, R-7 Zoning Districts.
- k) Bicycle parking areas shall be permitted within the side and rear yard setbacks in all zoning districts.
- l) The amount of off-street automobile parking required by Section VIII-5 for non-residential uses may be reduced by up to two spaces when bicycle racks occupy the automobile parking spaces, and where the spaces occupied by the bicycle racks are located in a convenient and accessible manner.

**TABLE VIII-6. BICYCLE PARKING REQUIREMENTS BY USE<sup>1</sup>**

Use	Number of Spaces Required
Multi-family, Boarding or Rooming House, or Dormitory	1 for every 2 dwelling units
<b>Public and Quasi Public Uses<sup>2</sup></b>	
All schools	4 for every classroom
All other uses	10% of required automobile parking up to a maximum of 25 bicycle parking spaces
<b>Commercial Uses<sup>2,3</sup></b>	
All uses	10% of required automobile parking up to a maximum of 25 bicycle parking spaces
<b>Industrial, Transportation &amp; Related Uses<sup>2</sup></b>	
All uses	4% of required automobile parking up to a maximum of 25 bicycle parking spaces
<p>1. The Zoning Administrator shall determine whether proposed developments are subject to these bicycle parking requirements based upon demand generated by the use, the location of the development, the proximity to other uses with bicycle generated by the use, the location of the development, the proximity to other uses with bicycle parking demand, and other relevant factors.</p> <p>2. The Zoning Administrator shall further have the ability to reduce the number of required bicycle parking spaces by up to 50% in response to evidence regarding expected bicycle use submitted by the petitioner.</p> <p>3. For non-residential uses, bicycle parking spaces shall be required only for developments with 20 or more automobile parking spaces required.</p> <p>4. Commercial uses include the following categories from Table VIII-7: Office and Related Uses, Service Business Uses, Retail Business Uses, and Commercial Recreational Uses.</p>	

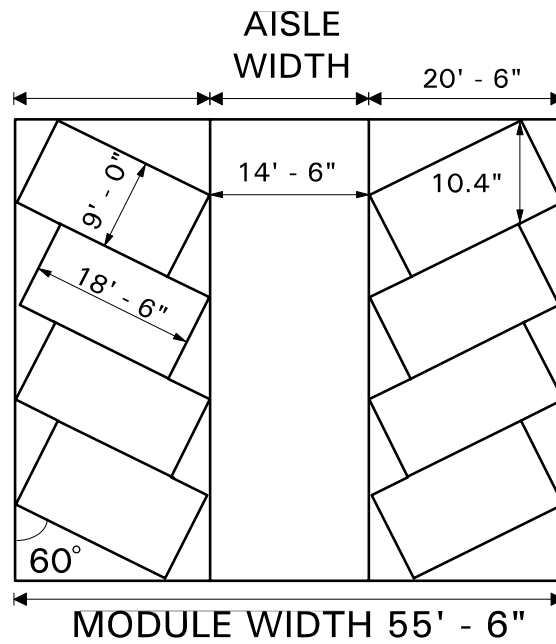
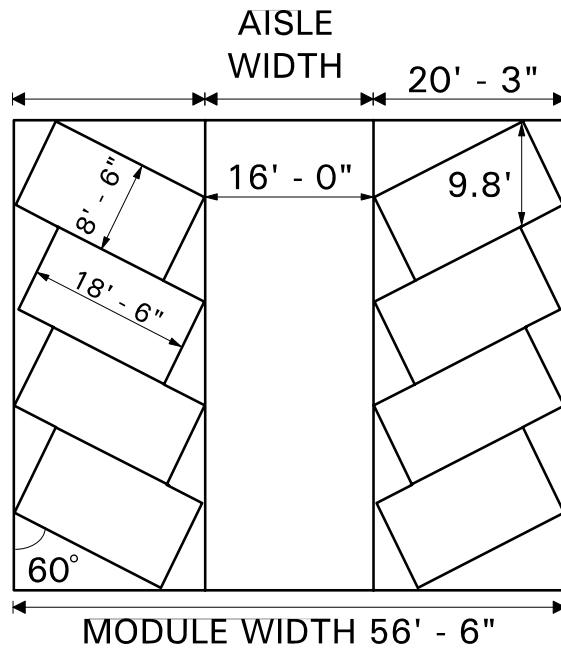
Use	Number of Spaces Required
<b>Agriculture</b>	
Feed and Grain Store Plant Nursery Roadside Produce Sales Stand	1 per every 400 sq. ft. of sales area
All Other Agriculture Uses	None
<b>Public and Quasi-Public</b>	
Church or Temple	1 for every 5 seats in the principal assembly area
Hospital or Clinic	1 space for each bed based on permitted bed occupancy and 1 space for each employee on regular work day shift (beds do not include bassinets)
Institution of an Educational, Philanthropic, or Eleemosynary Nature	Based on specific uses within a facility and the corresponding parking requirements
Municipal or Government Building	1 for every 300 sq. ft. of floor area
Police or Fire Station	1 per employee on maximum shift
Public or Private Parochial Elementary, Junior High School, or Senior High School	1 for every 8 auditorium seats, or 1 for every 30 classroom seats, whichever is greater
Public Library, Museum or Gallery	1 for every 500 sq. ft. of floor area
Public Utility Plants (not including offices)	None
<b>Food Sales and Service</b>	
Restaurant or Similar Uses	1 for every 100 sq. ft. of floor area, including outdoor seating areas
All Other Food Sales and Service Uses	1 for every 250 sq. ft. of floor area
<b>Personal Services</b>	
Ambulance Service	0.75 per employee on maximum shift
Laundry and/or Dry Cleaning	1 for every 300 sq. ft. of floor area
Medical Carrier Service	0.75 per employee
Mortuary	1 for every 8 seats
All Other Personal Services Uses	1 for every 250 sq. ft. of floor area
<b>Professional and Financial Services</b>	
Bank/Savings and Loan Association	1 for every 250 sq. ft. of floor area
Copy and Printer Service or Similar Uses	
Medical Clinic or Office	1 for every 250 sq. ft. of floor area
Professional and Business Office	1 for every 300 sq. ft. of floor area
Vocational, Trade or Business School	1 for every 400 sq. ft. of floor area
All Other Professional and Financial Services Uses	1 for every 250 sq. ft. of floor area
<b>Retail Trade</b>	
Antique or Used Furniture Sales and Service (Home or Office)	1 for every 400 sq. ft. of floor area
Art and Craft Store and/or Studio	1 for every 500 sq. ft. of floor area
Bicycle Sales and Service	1 for every 300 sq. ft. of floor area
Building Material and Garden Sales or Similar Uses	1 for every 300 sq. ft. of floor area
Shopping Center (excluding Restaurants)	1 for every 250 sq. ft. of floor area
All Other Retail Trade Uses	1 for every 250 sq. ft. of floor area



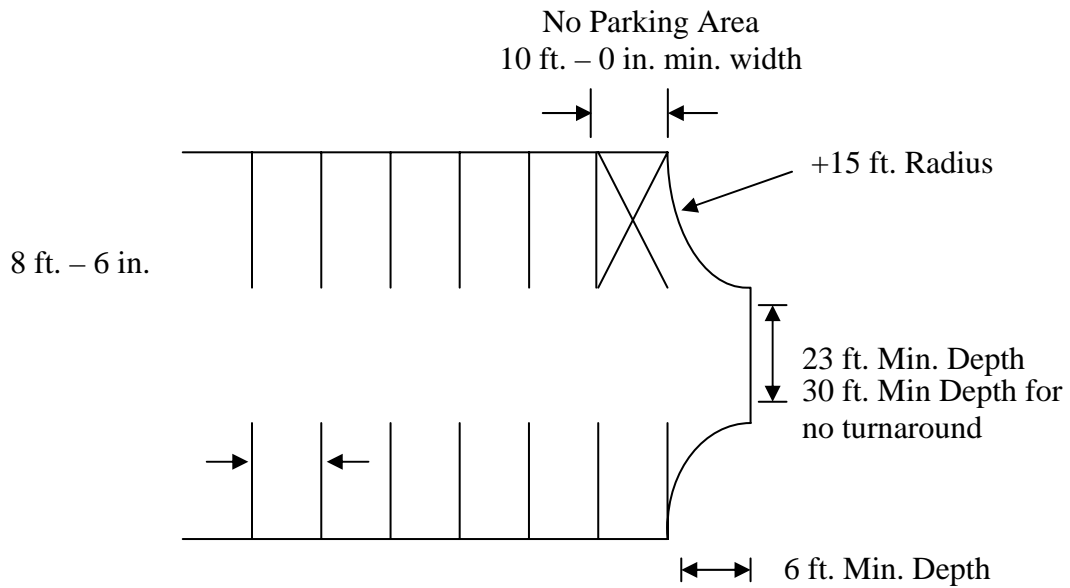
<b>Recreation</b>	
Bowling Alley	2 for every lane, and 1 for every 2 employees
Country Club	Based on specific uses within a facility and the corresponding parking requirements
Driving Range or Miniature Golf	1 for every tee, plus 1 for every four employees
Golf Course	4 for every tee
Indoor Movie Theater	1 for every 5 seats
Lodge or Private Club	1 for every 2 bedrooms and 1 for every 50 sq. ft. of area used for assembly, dancing or dining
Outdoor Commercial Recreation Enterprises	1 for every 2,000 sq. ft. of lot area
Private Indoor Recreational Development or Similar Uses	1 for every 400 sq. ft. of floor area
<b>Transportation</b>	
Motor Bus Station	1 for every 400 sq. ft. of leasable floor area
<b>Vehicular Sales and Service</b>	
Automobile Accessories	1 for every 400 sq. ft. of floor area
Gasoline Station	1 for every 300 sq. ft. of retail floor area; pump locations do not count as parking spaces
All Other Vehicular Sales and Service Uses	1 for every 400 sq. ft. of floor area, and 1 for every 3 employees
<b>Miscellaneous Business</b>	
Animal Hospital or Kennel	1 for every 400 sq. ft. of floor area
Contractor Shop and Showroom	1 for every 400 sq. ft. of floor area
Self-Storage Facility	1 for every 100 storage units, no less than 2; must be located next to main office
Warehouse or Similar Uses	1 for every 2,000 sq. ft. of lot area
<b>Residential</b>	
Bed and Breakfast	1 for every living or sleeping room, plus 2 if owner-occupied
Boarding or Rooming House or Similar Uses	1 for every 2 residents
Community Living Facility (any type) or Home for Adjustment	1 for every employee on maximum shift, and one for every 4 members of the service dependant population
Dormitory	1 for every 3 residents
Hotel or Motel	1 for every living or sleeping room
Nursing Home	1 for every 6 beds, and 1 for every 3 employees on maximum shift
Mobile Home	2 for every mobile home
Efficiency, One or Two Bedroom Multiple-Family Dwelling Unit	No less than 1 for every dwelling unit
Three Bedroom Multiple-Family Dwelling Unit	1.5 for every dwelling unit
Four Bedroom Multiple-Family Dwelling Unit	2 for every dwelling unit
More Than Four Bedroom Multiple-Family Dwelling Unit	2.5 for every dwelling unit
Single and Two-Family or Similar Uses	2 for every dwelling unit
<b>Industrial</b>	
All Industrial Uses	1 for every 1,000 sq. ft. of floor area

Notes: The intent for multi-family dwellings is to provide parking at a rate of one-half space per person. However, in no case shall a dwelling unit have less than one parking space. Accessory off-street parking may be located on a lot other than on the same zoning lot where the principal use is located as provided for in Section V-3.G.

**FIGURE VIII-1. Parking Modules with Flexible Aisle Widths**

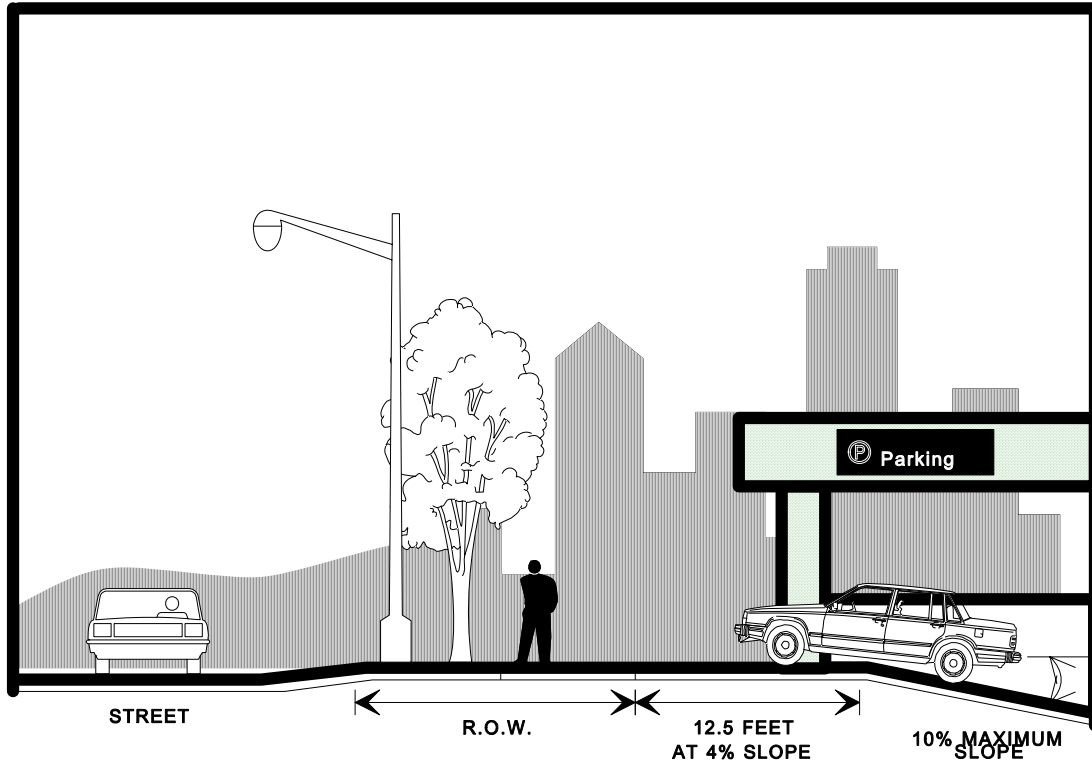


**FIGURE VIII-2. Typical Turnaround Design for 90° Parking Access Drive**

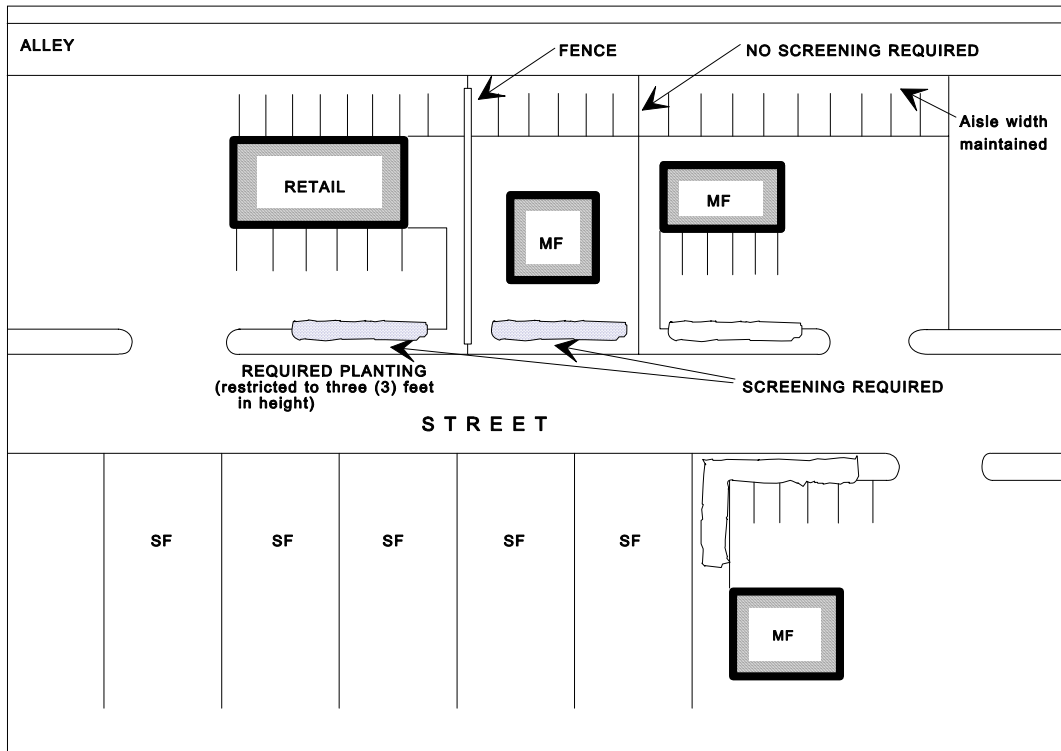


(Not Drawn to Scale)

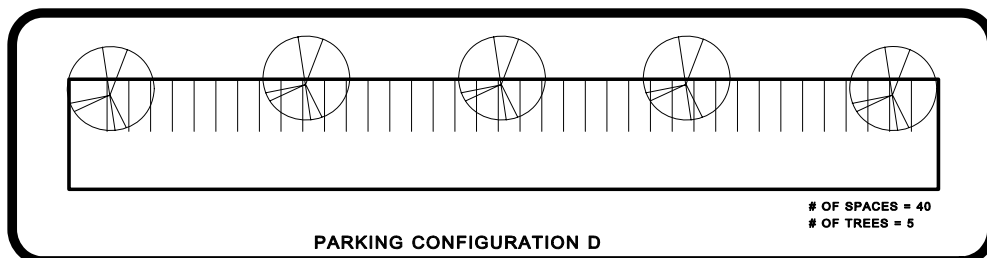
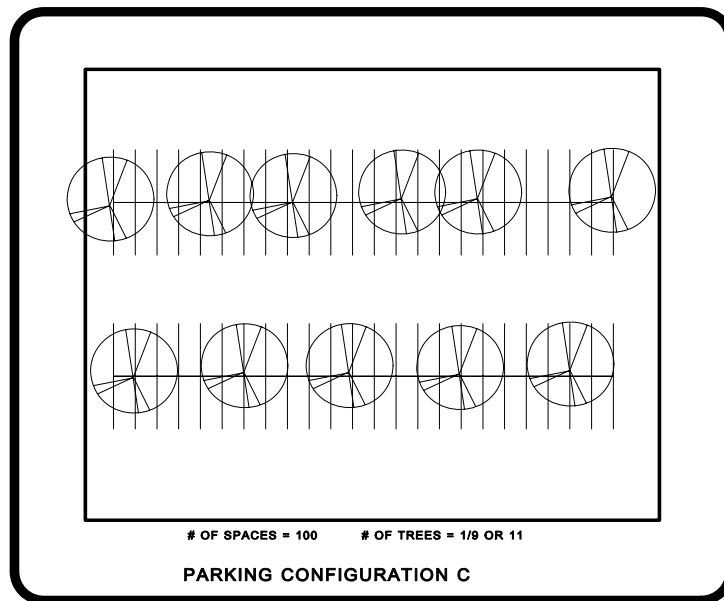
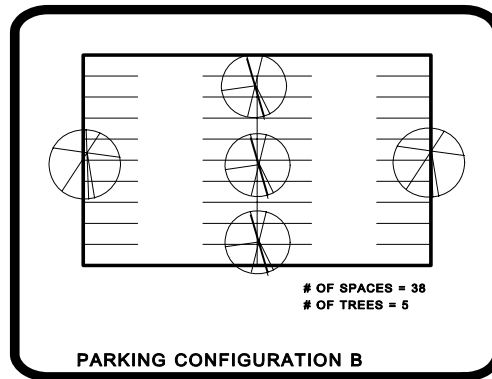
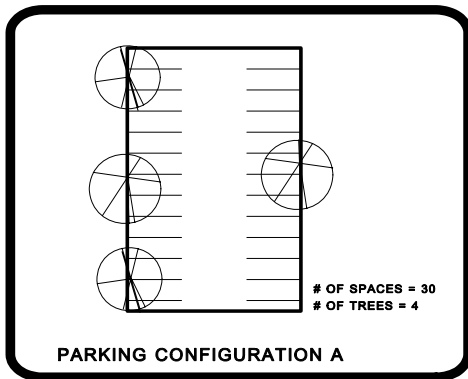
**FIGURE VIII-3. Requirements for Access Drive**



**FIGURE VIII-4. Required Screening Between Uses**



### FIGURE VIII-5. Requirements for Shade Tree Planting in Parking Lots



### FIGURE VIII-6. Surface Drainage

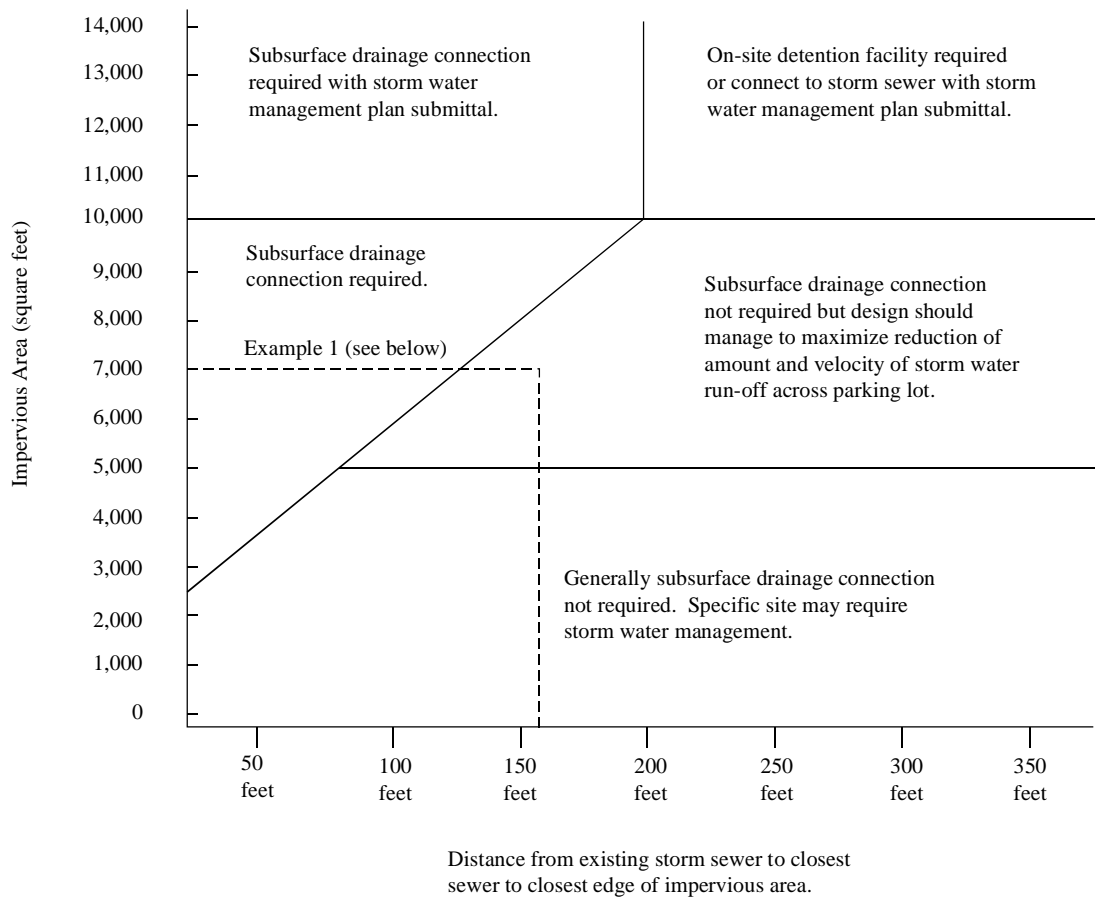


Figure VIII-6

**Example 1**

**Given:** Impervious area of development is 7,000 square feet and nearest public storm sewer is 160 ft. away. Enter left side Fig. VIII-6 at 7,000 square feet and then move across to intersect line at 160 ft. mark.

**Result:** Subsurface drainage connection not required but design needs to maximize reduction of surface run-off amount & velocity.

**Exhibit "D" Parking Enforcement Examples of Gravel Parking Lots**



Figure 1: 402 S. Busey: R2 Duplex with access drive, garage, and five gravel parking spaces.





Figure 2: 504 W. High: R3 Principal Use Parking Lot, unpaved.



Figure 3: 705 California: R2 Rooming House, at least 6 gravel parking spaces



Figure 4: 801 Oregon: R4, Multi-Family use with 5 gravel parking spaces

## Exhibit "E": Sample Enforcement Letter

RE: Gravel parking lot at \_\_\_\_\_ ; PIN#: \_\_\_\_\_

Dear Property Owner:

As an outgrowth of citizen initiatives reflected by the Urbana City Council goals, the City of Urbana has undertaken a series of initiatives to improve the appearance and livability of its older neighborhoods. One of these initiatives relates to the clean-up and containment of nonconforming gravel and unpaved parking areas in residential neighborhoods. This initiative involves stepped-up enforcement efforts along with proposed amendments to the Zoning Ordinance to clarify the rules and procedures pertaining to these parking areas.

Our fieldwork indicates that the above referenced multi-family property contains a gravel parking lot that does not meet Zoning Ordinance regulations with respect to proper surfacing. While the City of Urbana Zoning Ordinance allows for property owners of single-family homes and duplexes to keep gravel driveways and access drives which were in existence as of March 1, 1990, this provision does not extend to multi-family properties. Section VIII-3, A-2 of the Ordinance states that all parking lots shall be paved with a dust-free, hard surface.

In order to address this nonconformity, we request that you submit and execute a plan to improve this gravel parking area to a conforming surface. Improvements to the parking area will require a building permit and may also require a drainage plan. The drainage plan may be necessary to ensure that additional stormwater runoff from a paved parking lot will not adversely affect neighboring properties. There are several options for paving this parking lot, including oil-and-chip, asphalt, brick, cement/concrete, or other stable surfaces as approved by the Zoning Administrator, such as permeable pavers or permeable asphalt.

Unless adjacent to another multi-family parking lot, it is required that parking lots must be screened from adjacent residences. This screen can consist of either a fence or landscaping. If landscaped there must be three feet of planting area between the property line and the parking surface. Depending upon the layout of the parking lot, setbacks from the property line may also be required.

We would like to meet with you at your convenience to address correction of this nonconformity to ensure that the remediation plan is compliant with relevant requirements and that a reasonable timetable has been established. We realize that there may need to be some flexibility extended to address the geometrics of specific situations so that adequate off-street parking can continue to be provided.

Please contact me at (217) 384-2440 by June 15th to set up a meeting to discuss your proposed remediation plan.

Sincerely,

Jeff Engstrom  
Planner I

cc: Property Maintenance File  
Robert Myers, Planning Manager  
Elizabeth Tyler, Director of Community Development Services

**MINUTES OF A REGULAR MEETING**

**URBANA PLAN COMMISSION**

**DRAFT**

**DATE:** May 10, 2007

**TIME:** 7:30 P.M.

**PLACE:** Urbana City Building  
400 South Vine Street  
Urbana, IL 61801

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**MEMBERS PRESENT:** Jane Burris, Tyler Fitch, Lew Hopkins, Michael Pollock, James Ward, Don White

**MEMBERS EXCUSED:** Ben Grosser, Bernadine Stake, Marilyn Upah-Bant

**STAFF PRESENT:** Robert Myers, Planning Manager; Jeff Engstrom, Planner I; Teri Andel, Planning Secretary

**OTHERS PRESENT:** Brian Adams, Scott Dossett, Mary Kent

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**NEW PUBLIC HEARINGS**

**Plan Case No. 2002-T-06: A request by the Zoning Administrator to amend VIII of the Urbana Zoning Ordinance regarding allowed surfaces and location of parking.**

Jeff Engstrom, Planner I, presented this case to the Plan Commission. He said that the written staff report is in three parts which are: 1) enforcement strategies, 2) proposed text amendments to the Urbana Zoning Ordinance, and 3) evaluation of our open space ratio requirements. He discussed the requirements of the Zoning Ordinance regarding required parking space and gravel parking lots. He referred to and talked about Exhibits A (Gravel Parking Spaces by Zoning in West Urbana) and B (Enforcement Strategies) and the communication (Proposed Enforcement Strategies). He explained the difference as defined in the Zoning Ordinance between a “parking lot” and a “driveway”. He explained about Categories 1, 2, 3 and 4 in terms of proposed enforcement. He stated the proposed changes to the Zoning Ordinance and how they would relate to the 2005 Comprehensive Plan. He also talked about Open Space requirements. He read the options of the Plan Commission and presented staff’s recommendation, which is as follows:

*Based on the evidence presented in the written staff report, and without the benefit of considering additional evidence that may be presented during the public hearing, staff recommended that the Plan Commission recommend approval of the proposed text amendment, with the following exception:*

*Page 81 – Section H.3: City staff recommends not removing the word “passenger” from the text.*

Mr. Hopkins asked if this would preclude the construction of driveways that have grass in the middle and two treads. Mr. Engstrom believes that it would be the Zoning Administrator’s interpretation, because the surface of driveways could be approved by the Zoning Administrator.

Mr. Hopkins understood the text to read that a person would have to pave the center of a parking space for a recreational vehicle. Mr. Myers replied that there would need to be a hard surface where the grass could not grow up beneath or between it. If it is not a hard surface, then when a vehicle rocks back and forth it creates ruts.

Mr. Hopkins inquired if a driveway, where presumably things would be moved, could be approved in a relatively more permanent parking space. It would not be allowed under the proposed ordinance be allowed. Mr. Myers mentioned a parking surface called “grasscreeet” which is basically interlocking rings. It is a hard surface, but would allow grass to grow through it. This is a parking surface the Zoning Administrator review and possibly approve.

Mr. Hopkins noted that the proposed ordinance explicitly acknowledges permeable hard surfaces. Mr. Myers clarified that City staff wanted to make it explicit that permeable asphalt is allowed. There is some different maintenance required though. Water needs to go somewhere after it soaks through this asphalt so the sub-surface may need to be drainable. Another thing is that permeable asphalt needs to be vacuumed once a year to prevent the pores from clogging. The third thing is during the winter time and the ground is frozen, water will run off because it cannot be absorbed by the ground.

Mr. Fitch inquired as to how City staff decided whether to require paving or not for Categories 2 and 3. Mr. Engstrom replied that City staff will look at the use of the property. If the property is being used for multi-family residential then they are generally required to provide parking lots, and City staff will ask for the parking lot to be paved.

Mr. Myers pointed out that the enforcement material in the written staff report is only to provide context on how the ordinance changes fit into it. The proposed changes to the ordinance although pretty small are meaningful. In terms of enforcement he feels that Categories 2 and 3 properties would have to be taken on a case-by-case basis. The first category where there is multi-family parking lots that are gravel and are zoned multi-family, it only seems right to require the owner to pave them, especially due to all of the traffic and because it is a income generating property. In Categories 2 and 3, under the current Zoning Ordinance, a single-family home is allowed to park in the driveway, in the garage, or in two additional off-street parking spaces. Over the years, we have had many backyards mushroom into parking. Therefore, staff would need to take these on a case-by-case basis because some of the parking may have existed for several years before the regulations changed. If some of the parking areas came after a certain period of time, it is likely illegal; and then the City may ask the property owners to remove the additional parking spaces.

There are many gravel driveways in the City. Most of them are grandfathered, and the only thing the City should do is to require the property owners to refresh the gravel every so often and to provide a border to keep the gravel in place rather than allowing them to widen and enlarge.

Mr. Ward moved that the Plan Commission forward Plan Case No. 2002-T-06 to the City Council with a recommendation for approval as presented. Mr. Fitch seconded the motion.

Mr. Hopkins pointed out that this is an instance of actually what the Plan Commission was talking about in the previous discussion regarding Plan Case No. 2023-T-06 in two important ways. First, the proposed text amendment in Plan Case No. 2002-T-06 is actually figuring out how to solve a problem. The problem is gravel parking lots, and City staff has figured out an enforcement strategy using both an existing ordinance and proposing to tweak the ordinance to make the enforcement strategy fit. Second, because of the way it is presented and the nature of how it arose, it is one more case where it appears that this is the City of West Urbana. We are addressing West Urbana's issues, and we are presenting material as if it only applies to West Urbana. It needs to be clear that this does not only apply to West Urbana. In fact, he can recall at least one place in East Urbana that could benefit from the proposed text amendment.

Roll call was taken and was as follows:

Mr. White	-	Yes	Mr. Ward	-	Yes
Mr. Pollock	-	Yes	Mr. Hopkins	-	Yes
Mr. Fitch	-	Yes	Ms. Burris	-	Yes

The motion was passed by unanimous vote. Mr. Myers noted that this case would go before the City Council on May 21, 2007.