

ARTICLE E

Traffic Visibility, Loading, Parking and Access

SEC. 13-1-50 LOADING REQUIREMENTS.

- (a) **LOADING SPACE REQUIREMENTS.** On every lot on which a business, trade or industrial use is hereafter established, space with access to a public street or alley shall be provided as indicated below for the loading and unloading of vehicles off of the public right-of-way:

<u>Use</u>	<u>Floor Area (sq. ft.)</u>	<u>Loading Space</u>
Retail, wholesale	2,000 - 10,000	1
warehouse, service	10,000 - 20,000	2
manufacturing, and	20,000 - 40,000	3
industrial establishments	40,000 - 60,000	4
	Each additional 50,000	1
Hotels, offices,	5,000 - 10,000	1
hospitals, places of	10,000 - 50,000	2
public assembly	50,000 - 100,000	3
	Each additional 25,000	1
Funeral homes	2,500 - 4,000	1
	4,000 - 6,000	2
	Each additional 10,000	1

- (b) **MULTIPLE OR MIXED USES.** Where a building is devoted to more than one (1) use or for different uses and where the floor area for each use is below the minimum required for a loading space but the aggregate floor area of such uses is above such a minimum, then off-street loading space shall be provided as if the entire building were devoted to that use in the building for which the most loading spaces are required.
- (c) **LOCATION.** Required off-street loading spaces shall be located on the same lot with the principal use requiring such space. Ordinarily, no loading dock or overhead doors shall face a public street. No loading space shall be located within thirty (30) feet of the nearest point of intersection of two (2) streets or require any vehicle to back into a public street. Loading spaces shall not be positioned such that vehicles parked in the loading spaces block public right-of-way.
- (d) **DESIGN STANDARDS.** Each off-street loading space shall have a width of at least twelve (12) feet, a length of at least forty-five (45) feet, and a vertical clearance of at least fourteen (14) feet. Dimensions for loading spaces in connection with funeral homes shall be reduced to ten (10) feet in width, twenty-five (25) feet in length, and eight (8) feet in vertical clearance. Every loading space shall be sufficiently screened in the form of a solid fence or shrubbery to protect neighboring residences.

SEC. 13-1-51 OFF-STREET PARKING.

- (a) **INTENT.** It is the purpose of this Section to provide standards that insure adequate parking areas in conjunction with the various uses permitted in this Code. This is accomplished by

encouraging effectively developed parking areas which will provide sufficient quantities of parking spaces and ample area for automotive maneuvering.

- (b) **DISTRICT REGULATIONS.** The following regulations shall be applied to each of the described zoning districts:

(1) R-1, R-1A, R-2 and R-2 A Districts.

- a. No tractors, tractor-trailers, semi-trailers, school buses, farm tractors in excess of six (6) feet in width, dump trucks, construction equipment, auto wreckers or road machinery shall be kept or parked on any lot, whether or not they are enclosed in buildings, except for the purposes of servicing the premises.
- b. No motor vehicle, utility trailer, boat, snowmobile, motor home or trailers used to transfer any of the above shall be parked or stored in the front setback area, except upon a driveway providing access to a garage, carport or rear yard parking area. Any vehicle parked within the front yard shall have all wheels on the driveway surface. In no case shall a driveway be widened to extend in front of the dwelling unit within the front setback.
- c. No self-propelled or towed vehicles of eight (8) tons or more gross weight shall be allowed.
- d. No parking shall be allowed in the vision clearance area.
- e. All driveways, parking areas, and driveway aprons constructed after July 1, 2011 shall be surfaced with asphalt, concrete, brick, or other durable dust-free material acceptable to the Department of Public Works. Driveways and parking areas shall be installed in compliance with the minimum standards set forth in the City of Menasha Driveway Installation Policy as approved by the Common Council. This requirement shall not apply to parking areas utilized solely for storage of recreational vehicles in compliance with Sec. 13-1-52.
- f. On parcels with newly constructed one and two family residential structures, such surfacing shall be completed within nine (9) months of receiving an occupancy permit for the dwelling unit(s). Driveway aprons shall be paved within nine (9) months of installation of the permanent street.
- g. A Driveway Permit from the Department of Community Development and a Grade Request from the Department of Public Works shall be obtained prior to installation of any driveway, driveway extension, or parking area. Permit applications shall include a site plan drawn to scale showing the location and dimensions of the driveway in relation to all property lines, structures, service walks, sidewalks, and street rights of way along with specifications showing proposed materials and cross sectional dimensions.
- h. An Excavation Permit from the Department of Public Works shall be required prior to installation of any driveway apron per Sec. 6-2-3.

(2) R-3, R-4, C-1, C-2, C-3, C-4, I-1 and I-2 and GU Districts.

- a. *General Parking Standards*
 1. All driveways, parking areas, and driveway aprons shall be surfaced with asphalt, concrete, brick, or other durable dust-free material acceptable to the Department of Public Works in compliance with the minimum standards set forth in this Section.
 - (a) For new driveways, parking areas, and driveway aprons, such surfacing shall be completed prior to an occupancy permit being granted for the principal use, or, if conditions are not conducive to paving, in accordance with a timeline established in the Site Improvement Agreement on file with

the Community Development Department. Driveway aprons shall be paved within nine (9) months of installation of the permanent street. If a site plan review is not required, a parking lot plan shall be submitted and approved in accordance with Sec. 13-1-51(b)(2)b prior to surfacing.

- (b) For properties with existing driveways, parking areas, and driveway aprons that are not surfaced with a durable dust-free material, such surfacing shall be completed prior to the sale of the property or within nine (9) months of sale of the property or, when applicable, in accordance with the timeline established in the Site Improvement Agreement on file with the Community Development Department. For properties without an approved site plan and/or Site Improvement Agreement, a parking lot plan shall be submitted in accordance with Sec. 13-1-51(b)(2)b prior to surfacing. Areas to be surfaced shall comply with all applicable zoning requirements.
2. Parking spaces shall be in conformance with the required district setback regulations;
3. No parking shall be allowed in the vision clearance area;
4. A minimum six (6) inch curb wall shall be constructed in the following parking lot areas:
 - (a) The edge of a parking lot or driving areas adjacent to a building or pedestrian path, except for areas where access ramps have been designed;
 - (b) Planting areas or islands within the parking lots;
 - (c) Other areas where deemed appropriate by the Plan Commission including driveways or portions of driveways.
5. Any lights used to illuminate a parking area shall be so arranged and screened according to the requirements of Section 13-1-12 (h);
6. General off-street parking and driveways shall be arranged so that no vehicle shall be required to back onto a public street or primary circulation route.
7. Required parking spaces shall be adequately marked;
8. No addition or enlargement of an existing building or use shall be permitted unless all parking requirements are met for the entire building or use;
9. All required parking spaces shall be located on the lot which the use is located or on a contiguous lot. Parking within three hundred (300) feet from the principal use or building may be permitted on existing developed sites where a parking plan and an easement and maintenance agreement and/or lease agreement are submitted, subject to approval by the Department of Community Development. Shared parking and/or ingress/egress on a contiguous lot or within 300 feet from the principal use or building may be permitted for new developments through the site plan review process. In conjunction with the site plan submittal, an easement and maintenance agreement and/or lease agreement shall be required. Upon Plan Commission approval of the site plan and agreement, the agreement shall be recorded.
10. No motor vehicle repair work of any kind shall be permitted in such parking areas.
11. Driveways shall ordinarily intersect with streets at right angles. For

high intensity uses and/or on parcels with access to streets with posted speeds of 45 miles per hour or greater, a channelized T driveway intersection may be required, or an acceleration or deceleration lane may be required. Where a parcel abuts two streets, access may be limited to the street with the lowest function classification, i.e., arterial, collector, and local.

12. Generally, driveway access points shall be limited in number. Driveways shall be located maximize distances from local street intersections. Driveways shall be located to minimize potential interference and conflicts with the use of buildings and driveways on opposite sides of the street. Minimum driveway widths of 12 feet are required for one-way driveways and minimum driveway widths of 24 feet are required for two-way driveways.
13. To the extent practicable, driveways shall be combined or coordinated between adjacent properties. Reasonably compatible uses may be required to provide cross access.
14. All off-street parking and loading shall be surfaced with asphalt, concrete, or other approved dust-free surfaces with the following minimum standards:

Type	Minimum Thickness	Minimum Base Thickness
Asphalt (Blacktop)	3 inches	6 inches
Concrete (no semi-traffic)	6 inches	3 inches
Concrete (with semi-traffic)	8 inches	6 inches

15. Each parking space shall be not less than 9 feet in width and not less than 171 square feet in area. Minimum aisle width shall be as follows:

Angle of Parking	One Way Aisle	Two Way Aisle
Parallel	12 feet	20 feet
30°	11 feet	18 feet
45°	13 feet	18 feet
60°	18 feet	18 feet
70°	19 feet	19 feet
80°	24 feet	24 feet
90°	25 feet	25 feet

- b. *Parking Approval for changes to existing developed sites.* For existing parking lots and driveways, any change in parking configuration, flow of traffic, parking lot size, or reestablishment of parking on a non-conforming lot, shall require prior approval and a Parking Lot Permit. Parking lot plans shall be designed in conformance with the design standards in 13-1-51. Parking lots and driveways to be resurfaced shall be brought into compliance with all applicable zoning requirements. The procedure to obtain parking lot approval for existing developed sites shall be:

1. A parking lot plan drawn to proper scale and a review fee as established by Council shall be presented to the Department of Community Development. The parking lot plan shall contain the following information:

- (a) The location of all parking and loading areas with each space delineated;
 - (b) The location and dimensions of all driveway access points;
 - (c) The distances between driveways and any lot lines or street intersections;
 - (d) The direction of internal traffic flow;
 - (e) The location of landscaped areas and islands;
 - (f) The location of all required setbacks;
 - (g) The location of all new and existing luminaires and point-to-point photometric plan;
 - (h) Drainage, Erosion Control and Stormwater Management information if required.
2. The plan will be reviewed to determine if it is adequate for parking space arrangement, drainage, lighting, driveway location and other applicable regulations; and,
 3. If the plan is approved, the Community Development Department shall then issue a permit. No work shall commence until such permit has been issued.
 4. If the Zoning Administrator and/or designee determines that an existing non-conforming parking lot and/or driveway cannot be brought into compliance with applicable requirements due to physical constraints of the site, the parking lot plan may be reviewed through application for a Special Use Permit pursuant to Sec. 13-1-11; however, such resurfacing may not increase the degree of nonconformity of the property.

(c) **REQUIRED PARKING SPACES.** Off-street parking spaces shall be provided as follows:

- (1) Single Family Dwellings: At least one (1) parking space, but no more than a total of four (4) parking spaces for each single-family dwelling.
- (2) Two (2) Family and Multiple Family Dwellings: At least one and one-half (1-1/2) spaces for each dwelling unit. For two (2) family dwellings, no more than a total of four (4) parking spaces.
- (3) Automobile Service Stations: At least one (1) parking space for each employee, plus two (2) for each service stall.
- (4) Banks: At least one (1) parking space for each four hundred (400) square feet of publicly used floor area.
- (5) Boarding or Rooming Houses and Bed and Breakfast Establishments: At least two (2) parking spaces, plus one (1) parking space for each three (3) persons for whom living accommodations are provided.
- (6) Bowling Alleys: At least five (5) parking spaces for each alley, plus such additional spaces as may be required for affiliated uses.
- (7) Business and Professional Offices or Public Administration Buildings: At least one (1) parking space for each four hundred (400) square feet of publicly used floor area.
- (8) Churches and Synagogues: At least one (1) parking space for each four (4) seats in the main auditorium.
- (9) Establishments Handling the Sale and Consumption of Food and Refreshment on the Premises: At least one (1) parking space for each seventy-five (75) square feet of publicly used floor area.
- (10) Furniture and Appliance Stores, Motor Vehicle Sales, Stores for Repair of Household Equipment or Furniture: At least one (1) parking space for each six hundred (600) square feet of publicly used floor area.
- (11) Hospitals: At least one (1) parking space for each two (2) hospital beds, plus one

- (1) parking space for each four (4) employees, other than doctors, plus one (1) parking space for each two (2) doctors assigned to the staff.
- (12) Hotels and Motels: At least one (1) space for each separate room and suite, plus such additional spaces as may be required for affiliated uses.
- (13) Libraries and Museums: At least one (1) parking space for each five hundred (500) square feet of publicly used floor area.
- (14) Manufacturing, Fabricating, General Industrial Buildings and Processing Plants Not Engaged in Retail Trade: At least two (2) parking spaces per three (3) employees on a maximum shift or one (1) parking space for each four thousand (4,000) square feet of gross floor area, whichever is greater.
- (15) Medical and Dental Clinics: At least one (1) space for each examining or treatment room, plus one (1) for each doctor and employee in the building.
- (16) Private Clubs and Lodges: One (1) parking space for each sixteen (16) square feet of assembly area or one (1) parking space for every two and one-half (2-1/2) seats, whichever is greater.
- (17) Public Utility and Public Service Uses: At least one (1) parking space for each three (3) employees, plus spaces in adequate number as determined by the Department of Community Development to serve the visiting public.
- (18) Recreational Buildings or Community Centers: Spaces in adequate number as determined by the Department of Community Development.
- (19) Schools, Elementary, Junior High, Public or Private: At least one (1) parking space for each faculty member and full-time employee, plus adequate off-street parking for students who are permitted to drive.
- (20) Supermarkets, Discount Houses, Mail Order Outlets, Retail Stores and Other Stores with High Customer Volume: At least one (1) parking space for each four hundred (400) square feet of publicly used floor area.
- (21) Theaters: At least one (1) parking space for each four (4) seats in the theater.
- (22) Undertaking Establishments and Funeral Parlors: At least ten (10) parking spaces for each chapel or parlor, plus one (1) parking space for each funeral vehicle maintained on the premises.
- (23) Warehouse and Storage Establishments and Freight Terminals: At least one (1) off-street parking space for each ten thousand (10,000) square feet of gross floor area or one (1) parking space for each employee, whichever is greater.
- (24) Other Uses: Parking spaces on the same basis as required for the most similar use.
- (d) **FRACTIONAL SPACES.** When determination of the numbers of parking stalls required results in a requirement of a fractional space, any fraction to one-half (1/2) or less may be dropped, while a fraction in excess of one-half (1/2) shall be counted as one (1) parking space.
- (e) **PARKING NOT CONFORMING TO THIS CHAPTER.**
- (1) Authority to Continue. Any lawful parking lots located within the City at the effective date of this section or which shall come to be located in the City as a result of annexation after the effective date of this code, which does not conform to the provisions of this section, may continue provided the parking remains in conformance with the provisions of this subsection.
- (2) Ordinary Maintenance and Repair. Nothing in this subsection shall relieve the owner or beneficial user of legal nonconforming parking, or the owner of the property on which the legal nonconforming lighting is located, from the provisions of this section regarding safety, maintenance and repair. Normal maintenance, including refreshing existing parking stall paint, cleaning, or routine seal coating or crack sealing, shall not be deemed to be a condition that triggers a loss of lawful status described below, unless such maintenance increases the nonconforming aspects of the parking.
- (3) Loss of Lawful Status. Legal nonconforming status shall terminate under the

following conditions:

- a. If a nonconforming parking lot is no longer used by the property owner or a tenant for a period of twelve (12) months or longer it shall be deemed abandoned and shall not thereafter be reestablished without following procedures set forth in Section 13-1-51(b)(2)(b); or
- b. If a nonconforming parking lot is altered such that its nonconforming aspects increase; or
- c. If the parking configuration, flow of traffic, or parking lot size is altered; or
- d. If the parking lot is damaged and the cost of repair exceeds fifty percent (50%) of its replacement value.

Upon the event of any of the aforementioned, the parking lot shall be immediately brought into compliance with this section, or the parking lot shall be deemed in violation and subject to penalties as set forth in Section 1-1-7.

SEC. 13-1-52 STORAGE AND PARKING OF RECREATIONAL VEHICLES.

(a) **DEFINITIONS -- RECREATIONAL VEHICLES.** For purposes of this Section, the following definitions shall apply:

- (1) Mobile Home. Mobile home means a structure, transportable in one (1) or more sections, which is eight (8) body feet or more in width and is thirty-two (32) body feet or more in length, and which is built on a permanent chassis and designed to be used as a dwelling with or without permanent foundation, when connected to the required utilities, and includes the plumbing, heating, air conditioning and electrical systems contained therein. Length of a mobile home means the distance from the exterior of the front wall (nearest to the exterior of the drawbar and coupling mechanism) to the exterior of the rear wall (at the opposite end of the home) where such walls enclose living or other interior space and such distance includes expandable rooms but not bay windows, porches, drawbars, couplings, hitches, wall and roof extensions or other attachments. Width of a mobile home means the distance from the exterior of one (1) side wall to the interior space and such distance includes expandable rooms but not bay windows, porches, wall and roof extensions or other attachments.
- (2) Recreational Vehicle. Recreational vehicle means any of the following:
 - a. Travel trailer means a vehicular, portable structure built on a chassis and on wheels that is between ten (10) and thirty-six (36) feet long, including the hitch, and eight (8) feet or less in width, designated to be used as a temporary dwelling for travel, recreation, vacation or other uses and towed by a car, station wagon or truck. It includes so-called fifth-wheel units.
 - b. Pick-up coach means a structure designed to be mounted on a truck chassis for use as a temporary dwelling for travel, recreation, vacation or other uses.
 - c. Motor home means a portable, temporary dwelling to be used for travel, recreation, vacation or other uses, constructed as an integral part of a self-propelled vehicle.
 - d. Camping trailer means a canvas or folding structure mounted on wheels and designed for travel, recreation, vacation or other uses.
 - e. Chassis mounts, motor homes and mini-motor homes means recreational structures constructed integrally with a truck or motor-van chassis and incapable of being separated therefrom.
 - f. Converted and chopped vans means recreational structures which are created by altering or changing an existing auto van to make it a recreational vehicle.
 - g. Boat or snowmobile trailer means a vehicle on which a boat or snowmobile

may be transported and is towable by a motor vehicle. When removed from the trailer, a boat or snowmobile, for purposes of this Article, is termed an unmounted boat or snowmobile.

- h. All-terrain Vehicle (ATV) means a commercially designed and manufactured motor-driven device that has a weight, without fluids, of 900 pounds or less, has a width of 50 inches or less, is equipped with a seat designed to be straddled by the operator, and travels on 3 or more low-pressure tires or non-pneumatic tires.
- i. Snowmobile means an engine-driven vehicle that is manufactured solely for snowmobiling that has an endless belt tread and sled-type runners, or skis, to be used in contact with snow.

- (3) Boat. Boat means every description of watercraft used or capable of being used as a means of transportation on water.
- (4) Yard, Front, means that part of a lot between the front lot line and front(s) of the principal building on the lot and extended to both side lot lines.
- (5) Yard, Rear, means that part of a lot between the rear lot line and the back(s) of the principal building on the lot and extended to both side lot lines.
- (6) Yard, Side, means that part of a lot not surrounded by a building and not in the front or rear yard.

(b) **PERMITTED PARKING OR STORAGE OF RECREATIONAL VEHICLES.** In all residential and commercial districts provided for in this Zoning Code, it is permissible to park or store a recreational vehicle or boat and boat trailer on private property in the following manner:

- (1) Parking is permitted inside any enclosed structure, which structure otherwise conforms to the zoning requirements of the particular zoning district where located.
- (2) Parking is permitted outside in the side yard or rear yard provided it is not nearer than five (5) feet to the lot line.
- (3) Parking is permitted in the front setback area on a driveway during loading or unloading [no more than three (3) consecutive days], provided the body of a vehicle is at least fifteen (15) feet from the face of any street curb. On corner lots or through lots, parking is permitted in the front setback area on one street frontage where a fence or hedge has been approved and installed pursuant to Section 13-1-88(c). The boat or recreational vehicle shall be substantially screened from the adjoining street by such fence or hedge.
- (4) The body of the recreational vehicle or boat must be at least fifteen (15) feet from the face of any curb.
- (5) No part of the unit may extend over the public sidewalk or public right-of-way.
- (6) Parking is permitted only for storage purposes. Recreational vehicles or boats shall not be:
 - a. Used for dwelling purposes, except for overnight sleeping for a maximum of fourteen (14) days in anyone (1) calendar year. Cooking is not permitted at any time.
 - b. Permanently connected to sewer lines, water lines or electricity. The recreational vehicle may be connected to electricity temporarily for charging batteries and other purposes.
 - c. Use for storage of goods, materials or equipment other than those items considered to be part of the unit or essential for its immediate use.
- (7) The recreational vehicle or boat shall be owned by the resident on whose property the unit is parked for storage.

State Law Reference: Sec. 30.50, Wis. Stats., and HSS 177 and 177, Wis. Adm. Code.

SEC. 13-1-53 VISION CLEARANCE AT INTERSECTIONS.

- (a) **OBSTRUCTION BY TREES, SHRUBS, FENCES, WALLS, SIGNS OR OTHER STRUCTURES.** No person shall maintain trees, shrubs, fences, walls, signs, or other structures in the vision control area which obstruct the necessary view of the driver of a motor vehicle on a public street or private driveway or which interfere with the driver's control. The vision control area is defined as the minimum sight triangle for the appropriate intersection/driveway set of conditions, as established by the current effective AASHTO sign distance references. In said vision control area, fences, walls, signs, or other structures shall not exceed three (3) feet in height and shall be two-thirds (2/3) open to vision equally distributed throughout the vision control area. In the vision control area, trees and shrubs shall be maintained to provide unobstructed vision from two and one-half (2-1/2) feet above the centerline of the abutting pavement to ten (10) feet above the said centerline elevation.
- (b) **DUTIES OF THE DIRECTOR OF PUBLIC WORKS.** It shall be the duty of the Director of Public Works or his representative to enforce this Section by appropriate order giving the offending party thirty (30) days to remove or correct the situation. Said order shall be served by certified mail. Where the home is in joint tenancy, service on one (1) of the homeowners shall be presumed service on the other.
- (c) **APPEALS OF ORDERS OF THE DIRECTOR OF PUBLIC WORKS.** All appeals of orders of the Director of Public Works shall be made within fifteen (15) days of the service of the order and shall be addressed to the City Clerk and the matter heard by the Board of Public Works.

SEC. 13-1-54 THROUGH SEC. 13-1-59 RESERVED FOR FUTURE USE.