

**Sec. 732-212. Off-street loading regulations.**

All off-street loading facilities accessory to uses in the commercial districts shall be provided and maintained in accordance with the following regulations.

**(a) Minimum loading area dimensions.**

- (1) A required off-street loading space shall be at least twelve (12) feet in width by at least fifty-five (55) feet in length, exclusive of aisle and maneuvering space, and shall have a vertical clearance of at least fifteen (15) feet.
- (2) The interior access drives, interior access driveways, driveways, aisles, berths and vehicular circulation and maneuvering for loading areas shall be designed and constructed at not less than the recommended specifications contained in Architectural Graphic Standards, Eighth Edition, Ramsey/Sleeper, John Wiley and Sons, Inc., New York, New York (a copy of which is on file in the office of the division of planning and is hereby incorporated by reference and made a part hereof).

**(b) Access to and from loading area.**

- (1) Each required off-street loading space shall open directly upon an aisle or driveway of such width and design as to provide safe and efficient means of vehicular access to such loading space.
- (2) All off-street loading facilities shall be designed with appropriate means of vehicular access to a street or alley in such a manner as to minimize interference with traffic movement and to provide safe and efficient means of vehicular access.

**(c) Location and setback.**

- (1) All required off-street loading spaces shall be located on the same lot as the use served, and shall be designed and located so that trucks shall not back from or into a public street or adjoining property.
- (2) No open loading area or loading space shall be located in a required minimum front, side or rear yard or a required transitional yard.

**(d) Screening.** All vehicle loading spaces on any lot abutting a protected district or separated by a public right-of-way from a protected district shall be enclosed within a building or screened and landscaped in addition to the commercial district's regulations for screening and landscaping transitional yards. Such screening and landscaping shall be installed as required in section 732-214(g).

**(e) Use of loading area.** Space allotted to off-street loading spaces and maneuvering area shall not be used to satisfy the off-street parking space requirements.

**(f) Surface of loading area.**

- (1) Off-street loading spaces may be open to the sky, covered or enclosed in a building. In any instance where a building is constructed or used for loading, it shall be treated as any other structure and subject to all use and development standards of the applicable commercial districts in addition to these requirements contained herein.
- (2) All loading areas shall be hardsurfaced to adequately provide a durable and dust-free surface. A gravel surface may be used for a temporary period not to exceed one (1) year after commencement of the use for which the loading area is provided, where ground and weather conditions are not immediately suitable for permanent surfacing as specified above.
- (3) The surface shall be graded, constructed and drained in such a manner that there will be no detrimental flow of water onto sidewalks.

**(g) Lighting of loading area.** When lighting facilities are used to illuminate a loading area, the lighting equipment shall be located, shielded and directed so that the lighting distribution is confined to the area to be lighted. Objectionable light onto adjacent properties and streets shall be avoided to prevent direct glare or disability glare.

**(h) Amount of loading area required.** Off-street loading space shall be provided and maintained in accordance with the following minimum requirements:

- (1) For each retail store, planned shopping center or commercial establishment, having an aggregate gross floor area of:
  - a. Under ten thousand (10,000) square feet: No loading space
  - b. Over ten thousand (10,000) square feet but not over twenty-five thousand (25,000) square feet: One (1) loading space
  - c. Over twenty-five thousand (25,000) square feet but not over sixty thousand (60,000) square feet: Two (2) loading spaces
  - d. Over sixty thousand (60,000) square feet but not over one hundred twenty thousand (120,000) square feet: Three (3) loading spaces
  - e. Over one hundred twenty thousand (120,000) square feet but not over two hundred thousand (200,000) square feet: Four (4) loading spaces
  - f. Over two hundred thousand (200,000) square feet but not over two hundred ninety thousand (290,000) square feet: Five (5) loading spaces
  - g. For each additional ninety thousand (90,000) square feet exceeding two hundred ninety thousand (290,000) square feet or fraction thereof: One (1) additional loading space
- (2) For each auditorium, hotel, apartment, office building or similar use, having an aggregate gross floor area of:
  - a. Under ten thousand (10,000) square feet: No loading space
  - b. Over ten thousand (10,000) square feet but not over forty thousand (40,000) square feet: One (1) loading space
  - c. For each additional sixty thousand (60,000) square feet exceeding forty thousand (40,000) square feet or fraction thereof: One (1) additional loading space
- (3) For any C-ID District use, having aggregate gross floor area of:
  - a. Under forty thousand (40,000) square feet: One (1) loading space
  - b. Over forty thousand (40,000) square feet but not over one hundred thousand (100,000) square feet: Two (2) loading spaces
  - c. Over one hundred thousand (100,000) square feet but not over two hundred thousand (200,000) square feet: Three (3) loading spaces
  - d. For each additional two hundred thousand (200,000) square feet exceeding two hundred thousand (200,000) square feet or fraction thereof: One (1) additional loading space
- (4) For assisted-living facilities: Provide an off-street loading area for the delivery of goods and supplies for projects involving more than fifteen (15) units.
- (5) For any commercial district use not specified above, the off-street loading requirements for a specified use to which such use is most similar shall apply.

(G.O. 2, 2002, § 13)

**Sec. 732-213. Drive-through off-street stacking space regulations.**

**(a) General provisions.** The purpose of off-street stacking space regulations is to promote public safety by alleviating on-site and off-site traffic congestion from the operation of a facility that utilizes a drive-through service unit. Any use having a drive-through service unit shall provide the required off-street stacking area on-site to minimize off-site traffic congestion while waiting for service. Each drive-through service unit shall provide stacking spaces as follows:

- (1) Each stacking space shall be not less than eight and one-half (8 1/2) feet in width and seventeen and one-half (17 1/2) feet in length, with additional spaces for necessary turning and maneuvering.
- (2) The area required for stacking spaces shall be exclusive of and in addition to any required parking space, loading space, driveway, aisle and required yard, unless specifically noted.
- (3) A parking space at any component of a drive-through service unit (window, menu board, order station, or service bay) shall be considered to be a stacking space.
- (4) An area reserved for stacking spaces shall not double as a circulation driveway or maneuvering area.
- (5) Sites with stacking spaces shall include an exclusive bypass aisle, driveway or other circulation area in the parking lot design to allow vehicles to bypass the stacking area.
- (6) A drive-through service unit may project up to one (1) foot into the stacking area.
- (7) A drive-through service unit shall not be permitted on the side or rear of a building, or within the side or rear yard of a building, which abuts a protected district unless the side or rear setback of each component of a service unit is located more than one hundred (100) feet from the protected district.
- (8) Drive-through service units may contain more than one (1) component part. Service units may contain such components as menu board(s), pay windows, and food-service pickup windows. To determine the number of off-street stacking spaces located before a service unit, the final component of the service unit shall be used in determining the location of the required off-street stacking spaces. In the case of car washes, the final component of a service unit is the entrance to the car wash building itself.

**(b) Site plan submission.** All required off-street stacking spaces and circulation pattern(s) shall be demonstrated on the site plan that is submitted at the time of filing for an Improvement Location Permit. The submitted site plan shall also delineate:

- (1) All existing and proposed points of ingress and egress, circulation and maneuvering areas, off-street parking and loading areas; and
- (2) Separately tabulate the number of required off-street parking, loading, and stacking spaces in a conspicuous place on the plan for easy reference.

Prior to obtaining an Improvement Location Permit, the site plan shall be forwarded to the bureau of license and permit services for its review and comment.

**(c) Required stacking spaces.**

- (1) Bank (including ATM's): Six (6) spaces before the final component of each service unit; one (1) space after each service unit.
- (2) Drive-in theatre: Before the ticket service window or area, stacking space shall be equal to twenty (20) percent of the total off-street parking capacity of the theatre. The in-bound reservoir area shall not connect or conflict in any way with exit driveways.
- (3) Car washes:

- a. Self-service or hand wash: Three (3) spaces before the final component of each service unit; two (2) spaces at the exit of each unit.
- b. Semi- or fully automatic: Twenty (20) spaces before the final component of each service unit; six (6) spaces reserved for vacuuming or drying of automobiles may count in the exit stacking figure. Parking spaces not required for off-street parking spaces may be utilized for the stacking space calculation.

(4) Restaurants:

Number of Drive-Through Service Units	Total Number of Stacking Spaces Required
One (1)	Six (6) spaces before the final component of the service unit; two (2) spaces at the exit of the unit.
Two (2)	Eight (8) spaces before the final component of each service unit; two (2) spaces at the exit of each unit.
For each additional drive-through service unit	Four (4) spaces before the final component of each additional service unit and one (1) space at the exit of each unit.

- (5) All other facilities utilizing a drive-through service unit. Including, but not limited to laundry and dry cleaning stations, photo drop-off/pick-up stations, automobile oil change or lubrication facilities: Three (3) spaces before the final component of the service unit; one (1) space at the exit of each service unit.

(G.O. 2, 2002, § 13; G.O 96, 2009)