

**CHAPTER 520  
Off-Street Parking and Loading Regulations**

520.1	Purpose.	520.8	Parking design standards.
520.2	Parking facilities required.	520.9	Location requirements.
520.3	Units of measure.	520.10	Regulations for access drives.
520.4	Off-street parking standards.	520.11	Off-street loading requirements.
520.5	Allowance for shared parking.	520.12	Improvement and maintenance standards.
520.6	Deferred construction of required spaces.	520.13	Parking lot landscaping and screening.
520.7	Off-street waiting spaces for drive-thru facilities.	520.14	Development plan review.

**Sec. 520.1 PURPOSE.**

The following regulations specify the manner in which off-street parking and loading areas and the driveways providing access thereto are to be provided for uses in Montville Township. On state highways within the township Ohio Department of Transportation’s Access Management Regulations have priority and on county highways within the township the Medina County Highway Engineers Office has priority. The purpose of these regulations is to protect the public health, safety, convenience, comfort, prosperity, or general welfare by requiring that all uses be provided with off-street parking areas or a combination of off-street parking areas and loading areas and that such areas be improved in a manner that ensures the long-term desirability of the use to which they are accessory.

**Sec. 520.2 PARKING FACILITIES REQUIRED.**

Accessory off-street parking spaces shall be provided in conformance with the provisions of this Chapter prior to occupying or using any building, structure, land or portion thereof whenever:

- A. A building is constructed or a new use is established;
- B. An existing building is altered and/or there is an increase in the number of dwelling units, seating capacity and/or floor area of a building; or
- C. The use of an existing building or structure or use of land is changed to a use that requires more off-street parking facilities.

**Sec. 520.3 UNITS OF MEASURE.**

In computing the number of parking spaces required by this Resolution, the following rules shall apply:

- A. Floor Area. Where floor area is designated as the standard for determining parking space requirements, net floor area that services the public will be used.
- B. Seating Capacity. Where seating capacity is the standard for determining parking space requirements, the capacity shall mean the number of seating units installed or indicated, or one seat for each 24 lineal inches of benches or pews, or when fixed seats are not indicated, the capacity shall be determined as being one seat for each 20 square feet of floor area of the assembly room.
- C. Employees. Where employees are the standard for determining parking space requirements, employees shall mean the maximum number of employees on any two consecutive shifts.
- D. Fractional Numbers. Fractional numbers over one-half shall be increased to the next whole number.
- E. Parking for Mixed Uses. A building occupied by two or more uses, or one use that has specific parking requirements for different components of the use, operating normally during the same hours, shall provide spaces for not less than the sum of the parking spaces required for each use considered separately.

**Sec. 520.4 OFF-STREET PARKING STANDARDS.**

The number of off-street parking spaces for each facility or use shall be determined by application of the standards noted in Schedule 520.4 below. For a use not specified in Schedule 520.4, the Zoning Commission shall apply the standard for a specified use that the Commission determines to be most similar to the proposed use. No parking, loading or servicing shall be permitted in any public street right-of-way.

**Schedule 520.4  
Required Off-Street Parking Spaces**

**Principal Building or Use**

**Minimum Spaces Required**

A. Residential Uses: (Revised 09/10/09)

- |    |   |  |
|----|---|--|
| 1. | Dwelling, Detached single-family                                    | 2 spaces per dwelling unit, both of which shall be enclosed  |
| 2. | Dwelling, Detached cluster single-family and attached single-family | 4 spaces per dwelling unit and 2 shall be enclosed with guest parking at a ratio of 1 space for every 5 dwelling units |
| 3. | Congregate care facilities, including assisted living               | 1 space for every 2 beds, plus 1 space for every 3 employees   |
| 4. | Group and family homes for handicapped persons                      | 1 space for every 2 beds   |

B. Office and Medical Uses:

- |    |  |  |
|----|--|--|
| 1. | Business, professional and administrative offices (excluding medical and dental), financial establishments | 1 space per 250 sq. ft. of floor area                        |
| 2. | Hospitals  | 1 space for every 2 beds, plus 1 space for every 3 employees |
| 3. | Medical, dental offices and clinics, including urgent care clinics   | 1 space per 200 sq. ft. of floor area                        |
| 4. | Research and testing laboratories  | 1 space per 400 sq. ft. of floor area                        |

C. Retail and Service Uses: (Revised 09/10/09)

- |    |  |   |
|----|--|---|
| 1. | General retail/service uses in completely enclosed buildings (except as otherwise specified below) | 5 spaces per 1,000 sq. ft. (NFA) up to 20,000 sq. ft. (NFA). 20,001 or greater of (NFA) – 4 spaces per 1,000 sq. ft.  |
| 2. | Shopping Centers   | 4 spaces per 1,000 sq. ft. (GFA) and for every 1,000 sq. ft. of (NFA) 200 sq. ft. of landscaped area required in addition to the requirements set forth in Chapter 530. |
| 3. | Beauty salons and barber shops   | 2 spaces per beauty or barber chair   |

**Principal Building or Use**

**Minimum Spaces Required**

- |     |   |   |
|-----|---|---|
| 4.  | Business services (cleaning and copying services, repair shops) | 1 space per 300 sq. ft. of floor area   |
| 5.  | Funeral home, mortuary  | 1 space per 50 sq. ft. of floor area of assembly room or 1 space for every 4 seats, whichever is greater, plus one space for every vehicle maintained on the premises |
| 6.  | Hotels and motels   | 1 space per guest room or suite, plus 1 space for every 2 employees   |
| 7.  | Instructional studios (karate, music, dance, exercise)          | 1 space per 150 sq. ft. of floor area plus 1 space for every 2 employees  |
| 8.  | Restaurants serving food and drink                              | 1 space per 50 sq. ft. of floor area or 1 space for every 2 seats of seating capacity, whichever is greater, plus one space for each delivery vehicle                 |
| 9.  | Roadside stands   | 2 spaces  |
| 10. | Veterinary clinic   | 1 space per 400 sq. ft. of floor area, plus 1 space for every 2 employees   |

D. Automotive/Transportation Uses:

- |    |  |  |
|----|--|--|
| 1. | Agricultural equipment and implement sales and service | 1 space per 400 sq. ft. of floor area of sales room plus 1 space for each service stall in the service area and 1 space per employee |
| 2. | Automobile and truck sales and rental                  | 1 space per 400 sq. ft. of floor area of sales room plus 1 space for each service stall in the service area and 1 space per employee |
| 3. | Automobile service station and vehicle repair garage   | 1 space per employee plus 2 spaces per service bay   |
| 4. | Car wash facility                                      | 1 space per employee   |
| 5. | Gasoline station plus applicable retail space.         | 1 space per employee   |

E. Recreation / Open Space Uses:

- 1. Bowling alley 4 spaces for every lane
- 2. Golf course, private, public, or semi-private (Revised 1/13/11) 8 spaces per green
- 3. Golf driving range 2 spaces per tee
- 4. Indoor theater 1 space for every 3 seats of seating capacity
- 5. Miniature golf course 2 spaces per hole
- 6. Outdoor stadium 1 space for every 4 seats of seating capacity
- 7. Sports fitness center 1 space per 200 sq. ft. of exercise area, including locker and equipment rooms
- 8. Swimming pool, public and private (not associated with a residence) 1 space per 50 sq. ft. of defined active recreation area, including but not limited to water, lawn, deck and bathhouse
- 9. Tennis courts 4 spaces per court

G. Community / Educational Facilities:

- 1. Assembly hall, meeting place, party center 1 space for every 4 seats of seating capacity
- 2. Child and adult day care facilities 1 space per 8 children or adults, based on center's regulated maximum capacity
- 3. Churches and other places of worship 1 space for every 3 seats of seating capacity in the principal assembly area
- 4. Clubs, lodges, fraternal, charitable or social organizations 1 space per 150 sq. ft. of floor area in the dining room plus 1 space for every 3 seats in the assembly room
- 5. Elementary, Middle and High Schools Parking spaces shall be of sufficient quantity as to meet the needs of the school. No parking, loading or servicing shall be done on the street right-of-way or landscaped area.
- 6. Institutions for higher education 1 space for every 2 instructors, employees and administrators, plus 1 space for every 4 students, plus 1 space for every 3 seats in the principal auditorium
- 7. Library, museum 1 space per 500 sq. ft. of floor area

**Sec. 520.5 ALLOWANCE FOR SHARED PARKING.**

The Zoning Commission may approve a development plan with a reduction in the number of parking spaces required, if it can be shown that the lesser number of spaces is appropriate and consistent with these regulations and when it is determined that:

- A. In a mixed-use project or a single-use project for which the different components of the use have varying peak demands, the uses can be adequately accommodated with a lesser number of parking spaces than that which is required based on the sum of the various uses computed separately.
- B. The required parking spaces for a proposed use can be accommodated on an adjacent or nearby site within 500 feet of the proposed use and binding arrangements are made to share the parking facilities between two or more businesses or establishments that are not normally open, used or operated during the same hours. In such case not more than 50 percent of the required parking spaces may be shared.

**Sec. 520.6 DEFERRED CONSTRUCTION OF REQUIRED SPACES.**

If the number of parking spaces required in Schedule 520.4 is substantially larger than the number anticipated by the applicant for the proposed use and the applicant provides sufficient evidence that supports the reduced parking needs, a development plan may be approved with an allowance for the construction of a lesser number of parking spaces provided that:

- A. The total number of spaces initially constructed shall not be less than 70 percent of the spaces required by Schedule 520.4.
- B. Suitable area(s) are reserved for the construction of the balance of the total number of spaces otherwise required by Schedule 520.4. Such suitable areas shall be illustrated on the development plan in locations and with landscaping in full compliance with this Resolution.
- C. The Zoning Commission shall re-evaluate the project's parking needs, and may direct that some or all of the parking spaces identified in subsection B be constructed.
- D. Any changes in use shall require compliance with the parking needs for the parcel.
- E. When additional parking is determined necessary, it shall be provided according to the approved development plan.

**Sec. 520.7 OFF-STREET WAITING SPACES FOR DRIVE-THRU FACILITIES.**

Drive-thru establishments and other establishments which, by their nature, create lines of customers waiting to be served within automobiles, shall provide off-street waiting spaces on the

same lot as the use which are in addition to the required number of parking spaces specified in Schedule 520.4. The number of parking spaces shall comply with the following requirements:

A. Minimum Number of Waiting Spaces by Type of Use/Establishment:

- 1. Establishments serving and/or selling food and/or drinks: 10 waiting spaces
- 2. Automatic car wash facilities where a chain conveyor or other similar method is used to move the vehicle through the structure: 10 waiting spaces
- 3. Facilities with service windows or service entrances such as banks, ticket booths, drive-up ATM machines and other similar facilities: 10 waiting spaces, but not less than 6 spaces per window or stall when there are 2 or more windows or stalls
- 4. Self-serve car wash facilities: 2 waiting spaces per stall
- 5. Gasoline stations: 2 waiting spaces per accessible side of a gasoline pump island

B. Waiting in Right-of-Way Prohibited. At no time shall vehicles be permitted to wait within the public right-of-way for service at such drive-thru facilities.

C. Waiting Space Dimensions. Each off-street waiting space shall have an area not less than 144 square feet (measuring 8 feet by 18 feet) exclusive of access drives and parking aisles and shall not interfere with parking or circulation.

**Sec. 520.8 PARKING DESIGN STANDARDS.**

Off-street parking areas shall be designed and constructed in accordance with the minimum dimensions set forth below.

A. Dimension of Parking Spaces. Each off-street parking space shall have an area of not less than 200 square feet (measuring 10 feet by 20 feet), exclusive of access drives or aisles.

B. Circulation Aisles. The minimum width of a circulation aisle shall be:

- 1. 22 feet for 90° for perpendicular parking spaces on a double-loaded aisle;
- 2. 18 feet for 60° parking spaces with a one-way aisle; and
- 3. 13 feet for 45° parking spaces with a one-way aisle.

C. Parking Spaces for the Disabled. All new construction and alterations to places of public accommodation and commercial facilities shall provide parking spaces that are designed and constructed to be readily accessible to persons with

disabilities in compliance with the Americans with Disabilities Act (ADA) of 1990.

**Sec. 520.9 LOCATION REQUIREMENTS.**

The location of off-street parking facilities shall comply with the following.

- A. Parking spaces required for dwelling units shall be located on the same lot as the dwelling unit served. Required guest parking in a development shall be equally distributed throughout the development. (Revised 09/10/09)
- B. Parking spaces for nonresidential uses shall be located on the lot or within 500 feet of the use measured along lines of public access to the property, but shall not be allowed in residential districts except as a conditional use in compliance with Chapter 450.

**Sec. 520.10 REGULATIONS FOR ACCESS DRIVES.**

The location, width and number of entrance and exit access drives to accessory parking spaces shall be provided in accordance with the following:

Location. Access drives shall be located so that they interfere as little as possible with the use of adjacent residential property, the flow of traffic on adjacent streets, and to avoid undue interference with pedestrian access to street corners.

- 1. Access drives on corner lots shall be located as far from the street intersection as practicable.
- 2. For parking areas having a capacity of 10 or more vehicles, the center line of the access drive apron shall be located not less than 75 feet from the nearest street intersection right-of-way line.
- 3. Access drives shall be located not less than 75 feet from another access drive, measured from the edge of the pavement.

**B. Number of Access Drives.**

- 1. Parking areas having a capacity of 25 spaces or less shall have one combination entrance/exit drive.
- 2. Parking areas having a capacity of more than 25 spaces shall be provided with not more than two access drives and, whenever possible, the access drives should be limited to one-way only drives.
- 3. When a lot exceeds 200 feet in width, one additional two-way drive or a pair of one-way drives may be permitted.

- C. Width. The width of access drives shall comply with the following:
  - 1. Driveways for single-family detached and attached dwelling units shall be not less than 8 feet in width.
  - 2. The width of access drives for non-residential uses shall not be less than 12 feet for a one lane access drive or 24 feet for a two lane access drive at the right-of-way line. (Revised 06/21/07 and 09/10/09)
  - 3. One-way entrances and exits shall be limited to two lanes and all other access drives shall not exceed three lanes.
- D. Radius. The radius of the edge of the access drive apron shall be at least 30 feet so that a vehicle may enter from or exit onto the curb lane without obstructing vehicles in other traffic lanes.

**Sec. 520.11 OFF-STREET LOADING REGULATIONS.**

When off-street loading spaces are provided for commercial buildings, they shall comply with the following regulations (Revised 09/10/09):

- A. All loading spaces shall be located on the same lot as the use served and no part of any required yard, off-street parking area, or access drive, shall be used for loading or unloading purposes.
- B. Loading spaces shall be located in the side or rear yard in compliance with the requirements of this Section.
- C. Access to truck loading and unloading space shall be provided directly from a public street or alley or from a right-of-way in a manner that will not interfere with public convenience and that will permit the orderly and safe movement of trucks.
- D. Streets, sidewalks, alleys or other public rights-of-way or other public property shall not be used for loading purposes nor shall vehicles be parked on such areas during loading and unloading.
- E. Off-street loading spaces shall not be used for repair or servicing of motor vehicles.
- F. Loading spaces, when provided, shall be in addition to the off-street parking spaces required under Schedule 520.4, and shall not be considered as meeting the off-street parking spaces required herein.

**Sec. 520.12 IMPROVEMENT AND MAINTENANCE STANDARDS.**

All off-street parking and loading facilities including parking spaces, loading spaces, waiting spaces, access drives and aisles shall be provided in accordance with the following improvement standards and specifications:

- A. Paving. All parking and loading areas, access drives, circulation aisles and private driveways shall be improved with bituminous, concrete or equivalent surfacing. Such paving material and base materials related thereto shall be capable of supporting all anticipated loads without damage. The owner shall, at his own expense, maintain the surface in a smooth and dust-free condition and repair any disintegration of the surface by patching or resealing when such disintegration takes place.
- B. Drainage. All parking areas shall be graded, drained and provided with adequate drainage facilities so that the adjacent properties and rights-of-way, including public sidewalks, are not be subject to flooding by water run-off from the proposed parking area.
- C. Lighting. Parking areas and loading areas shall be thoroughly illuminated whenever necessary to protect the public safety as determined by the Zoning Commission. All lighting used to illuminate such areas shall be so arranged as to direct the light away from adjoining residential districts and streets and shall not be of excessive brightness or cause a glare hazardous to pedestrians or drivers.
  - 1. No open light sources such as the stringing of light bulbs shall be permitted.
  - 2. The setback for light poles in Office, Retail, and Commercial Districts shall comply with the parking lot setback for the district in which the lot is located.
- D. Curbs and Wheel/Bumper Guards. Curbing, wheel guards or bumper guards, as may be necessary, shall be provided in connection with any off-street parking area for 5 or more cars to define parking areas, contain the cars on sloping surfaces, and prevent bumper over-hang or other encroachment into the required aisles and spaces.
- E. Marking. Any off-street parking area for 5 or more parking spaces shall indicate the location of each parking space, the location of spaces for persons with disabilities, and the location and direction or movement along the aisles and access drives providing access thereto by painting upon the surface, by raised directional signs, or by markers or other similar measures placed in the surface.
- F. Signs. Signs shall be provided in accordance with Chapter 510.
- G. Maintenance. Parking areas, loading spaces and access drives shall be maintained free from rubbish. All adjacent sidewalks shall be kept free from dirt, ice, sleet and snow and in a safe condition for use by pedestrians. All signs, markers or any other methods used to indicate direction of traffic movement and location of parking and/or loading spaces shall be maintained in a neat and legible condition.

**Sec. 520.13 PARKING LOT LANDSCAPING AND SCREENING.**

Off-street parking and loading facilities shall be screened and landscaped in accordance with the requirements of Chapter 530.

**Sec. 520.14 DEVELOPMENT PLAN REVIEW.**

Any off-street parking area, loading area, circulation aisle, or access drive for a use other than a single-family dwelling, which is constructed, reconstructed or changed as to location, materials, or drainage facilities requires the submission of a development plan according to the procedures specified in Chapter 720.

**Sec.520.15 EMERGENCY ACCESS**

Any parking plan shall allow for unimpeded access by governmental services including fire, EMS, police, etc.