

Article VII. Parking Regulations

Sec. 27-701 Off-Street Parking.

A. General Requirements.

1. Off-street parking shall be provided for each land use as indicated in the Table of Off-Street Parking and Loading Requirements which is hereby made a part of these regulations.
2. The Table of Off-Street Parking and Loading Requirements specifies the minimum number of required off-street parking spaces, for each land use category regardless of the zoning district in which the use is located except as allowed by Sec. 27-701(K).
3. All minimum required off-street parking spaces must be located on the same zoning lot as the land use except as allowed in Sec. 27-701(K).
4. Off-street parking requirements may be provided inside a structure or outdoors.
5. In the case where there are a variety of land uses on one site, the zoning administrator may calculate two or more different use types together in order to determine the total parking requirement. *See Sec. 27-701(K) Allowable Exceptions, for shared parking requirements.*
6. The requirements set forth in the Table of Off-Street Parking Requirements must be met when any building or structure is hereafter erected or when any building or structure is hereafter altered to the extent of increasing the gross floor area by 30 percent or more unless otherwise noted by this section. Uses that cannot meet the standards specified in §27-702 shall be required to obtain a variance for parking in accordance with the provisions of §27-1110 prior to City approval of the proposal.
7. Whenever any parking lot is constructed, enlarged or changed to a "hard surface," construction shall not proceed unless a building permit is issued by the Zoning Administrator. A site plan shall be submitted that demonstrates the design and construction of any off-street parking spaces, landscaping areas, drainage, traffic flow patterns, and access drives. The building permit application process shall include a review of the parking lot layout, landscaping and screening, street access, drainage, setback requirements and parking regulations by the City Engineer and the Zoning Administrator.

B. Driveway Approaches.

Before constructing or reconstructing any driveway from a City street onto private property, the property owner or contractor must apply for a driveway approach construction permit from the Building Official and must install such approach consistent with City specifications.

C. Residential Parking Standards.

1. Any construction as described below shall require the property owner or contractor to apply for and receive a permit from the City of Hutchinson.
2. The standards of this section shall apply to single family detached dwellings, single family attached dwellings (townhouses), two family dwellings (duplexes), manufactured homes, multiple family dwellings with three or fewer dwelling units, and similar residential uses.
3. Any structure which is designed or intended for the storage of one or more motor vehicles, or which has an entrance that is 8 feet or wider, shall be provided with a driveway for vehicular access to said structure from a public street or alley in accordance with the paving standards set forth in these regulations.
4. All private driveways shall be paved with concrete, asphalt millings with seal or concrete/brick paver strips, except where a driveway leads from a gravel alley or unimproved alley to a rear garage or parking area. Any private driveway located in the rear yard shall be allowed to be graveled, in accordance with this section.
5. Driveways from gravel alleys or unimproved alleys to a rear garage or carport, at a minimum, must be covered by crushed stone 1.5" to 2" in diameter to a depth of six inches.
6. No more than 40 percent of the front yard on any residential lot shall be paved, unless otherwise permitted by these regulations.
7. All motor vehicles, including RV's, boats and trailers, located in front of or to the side of the primary structure must be parked on a driveway or parking area paved with concrete, asphalt, asphalt millings with seal or concrete/brick paver strips or other material approved by the City.
8. All RV's, boats and trailers larger than 18 feet in length and 10 feet in height must be parked in a building, under a carport or in a side yard or rear yard. RV's, boats and trailers shall not be parked in a front yard between the front of the principal structure and the front lot line or in a side yard or rear yard setback unless they are smaller than 18 feet and shorter than 10 feet. Parking, driving or storage of RV's, boats and trailers on exposed dirt shall be prohibited. Drive areas to and from the parking space for an RV, boat or trailer shall be rut-free.

D. Parking Lot Design for Non-Residential Uses and Multiple Family Dwellings.

The following requirements shall apply to all non-residential uses and to all multiple family dwellings with four or more dwelling units unless exempted under this section. When an addition or new construction requires the provision of paved parking under these regulations, all required parking areas and drive aisles associated with the expansion on the property shall be paved.

1. Any construction as described below shall require the property owner or contractor to apply for and receive a permit from the City of Hutchinson.
2. All off-street parking areas and driveways to and from parking areas shall be paved with asphalt or concrete. All materials shall be designed to meet AASHTO standards for the type of traffic that will be using the off-street parking area. Areas used for the storage of equipment, fleet or overflow vehicle parking or materials may be paved with all-weather dust-free materials.
3. Any alternative paving methods are subject to review and approval by the Director of Planning and Development and the City Engineer. Alternative paving methods meeting the following criteria may be considered:
 - a. Alternate all-weather, dust-free, permeable paving materials may be approved by the Director of Planning and Development and City Engineer when used as a stormwater treatment facility. The pavement and base shall be designed by a professional engineer licensed in the State of Kansas. The pavement cross-section shall demonstrate the ability of the permeable paving material to drain properly and the structural ability to support the anticipated vehicle loads for the use. Pervious pavement shall comply with the following conditions:
 - (i.) Pervious pavement shall be located only on soils having a permeability rating of moderately rapid to very rapid;
 - (i.) Pervious pavement shall not be located in soils with an apparent or perched high-water table or a depth to bedrock of less than 10 feet, as set forth in the Reno County Soil Survey; and
 - (i.) Pervious pavement shall not be located on any slope exceeding 10 percent over 20 feet.
 - b. As an alternative, some of the required off-street parking for multiple family residential uses or areas of low intensity/infrequent off-street parking use as determined by the City Engineer (such as fire safety lanes or overflow parking areas), may be surfaced with the following alternative methods of paving:
 - (i.) Grid unit pavers with grass installed per the manufacturer's recommendations with the pavement and base designed by a professional engineer licensed in the State of Kansas. The pavement cross-section shall demonstrate the structural ability to support the anticipated vehicle loads for the use. The pavement design shall be subject to review and approval by the City Engineer.

- (ii.) Concrete, brick, or clay interlocking paver units installed per the manufacturer's recommendations with the pavement and base designed by a professional engineer licensed in the State of Kansas. The pavement cross-section shall demonstrate the structural ability to support the anticipated vehicle loads for the use. The pavement design shall be subject to review and approval by the City Engineer.
 - 4. Parking spaces located along the perimeter of a parking lot shall be provided with wheel guards, bumper guards, or continuous curbing so located that no parked vehicles will extend beyond the property line. If wheel stops are used, one wheel stop shall be placed at the end of each parking space.
 - 5. All developments shall, upon a change in use, new construction or expansion, provide the minimum number of required ADA accessible parking spaces determined under Sec. 27-703. ADA accessible spaces shall be placed on an asphalt or concrete surface and shall be located along an accessible route to the primary building. Exception: Existing structures located in the C-5 Zoning District, as well existing structures in other Zoning Districts with insufficient space for provision of ADA parking, shall be exempt from this requirement.
- E. Compact Vehicles.
- 1. Up to 20 percent of the required parking spaces may be designed for use by compact vehicles if approved by the City Engineer.
 - 2. Compact vehicle parking stalls shall have minimum dimensions of eight feet by 16 feet.
 - 3. Each compact vehicle stall shall be individually marked with an elevated sign at the front of the parking space that states "Compact Cars Only," which is visible to the driver.
- F. Parking Lot Ingress and Egress.
- 1. Head-in parking (parking stalls on private property that require drivers to back out onto public rights-of-way) shall be prohibited. This shall not apply to residential driveways for single family dwellings, single family attached dwellings (townhouses), two family dwellings (duplexes), multiple family dwellings with less than four units or similar residential uses.
 - 2. All parking lots must provide a minimum of one driveway and a circulation plan that will prevent drivers from backing out onto any public right-of-way.
 - 3. The City encourages parking lot designs that minimize driveways onto public rights-of-way, especially city arterial streets. Parking lot designs with one driveway entrance are preferable. Multiple driveways will only be permitted where there are significant site limitations or where the size of the property merits multiple driveways as determined by the City Engineer.
 - 4. Existing nonconforming parking lots that do not meet the ingress and egress requirements of this section shall be permitted to continue in the same size and manner as existing, provided, however, changes that would require the provision of additional nonconforming parking shall not be permitted.

G. Loading Requirements.

1. All loading areas shall be located on private property and shall not impede traffic on public streets or alleys. Developments in existence at the time of the adoption of this Section, and those developments located in the C-5 Downtown Zoning District, shall be exempt from this requirement.
2. Loading docks and overhead doors shall be located at the rear of the primary structure, unless located in an industrial, public/institutional or airport zoning district.

H. Computing Parking Requirements.

1. Lots containing more than one use shall provide parking in an amount equal to the total of the requirements for all uses, unless a shared parking plan is approved pursuant to Sec. 27-701(K).
2. When measurements of the number of required spaces result in a fraction, the fraction shall be rounded to the next higher whole number.
3. In assembly uses where seating consists of chairs, benches, pews or other forms of fixed and non-fixed seating, the provisions of Chapter 10 of the International Building Code, or other applicable section of the Building Codes adopted by the City, shall be used to determine the number of seats to be counted in calculating off-street parking requirements.
4. Unless otherwise noted in the provisions, all square-footage-based parking standards shall be computed on the basis of gross floor area.
5. For the purposes of computing parking requirements based on the number of employees, calculations shall be the greatest number of persons working on any single shift, including owners and managers.
6. Upon receiving an application for a use not specifically listed in the Table of Off-Street Parking Requirements, the Zoning Administrator shall either:
 - a. Apply the parking requirements specified for the use that is deemed to be most similar to the use proposed in the application; or
 - b. Require a study of the parking demand for the given use.

I. Drive-through/Drive-up Stacking Requirements.

1. Commercial establishments providing drive-in and drive-through services shall provide minimum on-site stacking distances as provided below:

Type of Operation	Minimum Stacking Spaces
Restaurant	6 vehicles from the order box
Restaurant (Infill Lot)	3 vehicles from the order box
Coffee kiosk	2 vehicles from the order box
Other uses	2 vehicles per lane being serviced

2. Required vehicle stacking shall not block driveways or required parking stalls and shall not be located in areas where parking stalls are prohibited.
3. Each vehicle stacking unit shall be 22 feet in length.
4. Required stacking may be reduced based on a traffic study submitted for review and approval by the City Engineer.
5. Site plan review must demonstrate that circulation and loading patterns accommodate adequate space for queuing and temporary parking by users during peak hours of operation.

J. Bicycle Parking.

The Planning and Development Department supports provision of bicycle parking at a ratio of one bicycle space per each vehicle parking spaces. Developments providing bicycle parking that meet or exceed these recommendations shall receive two parking space credits.

1. Bicycle parking may be provided through spaces or bicycle storage racks.
2. Bicycle spaces shall be a minimum of 30 inches in width and six feet in length and shall provide a method for cyclists to secure their bikes with their own locks.
3. Overhead clearance shall meet AASHTO standards.
4. Racks and other fixtures must be securely affixed to the ground and allow for the bicycle to be locked and chained.
5. The design of bicycle racks and fixtures shall be included in site plans submitted to the Site Plan Review Committee in accordance with Article X of these regulations.
6. Bicycle racks shall not be located on a public sidewalk unless approved by the City Engineer. Any bicycle racks located in a public right-of-way shall be located as directed by the City.
7. Bicycles spaces, racks or fixtures shall not be located behind any wall, shrubbery or other visual barrier lying between the bicycle parking location and the principal building.
8. Areas used for bicycle parking shall be paved and well drained.
9. Areas used for bicycle parking shall have adequate lighting to provide for safe use and visibility during evening and nighttime hours.
10. All bicycle parking areas not immediately in front of the principal building and/or visible from the street shall have proper wayfinding signs to direct bicyclists.
11. Bicycle parking areas shall be within 50 feet of the primary entrance to the principal building.

K. Allowable Exceptions.

1. Shared Parking.

The City Engineer and Zoning Administrator may authorize a reduction in the number of required parking spaces for multiple use developments or for uses that are located near one another and which have different peak parking demands and operating hours. Shared parking shall be subject to the following standards:

- a. Location: All uses that participate in a single shared parking plan shall be located on the same lot or on lots that share a common boundary or are separated by an intervening alley. The shared parking lot shall be developed and used as though the uses on the lots are a single unit.
- b. Shared Parking Study: A shared parking study acceptable to the City Engineer shall be submitted which clearly establishes that uses will make use of shared spaces at different times of the day, week, month, or year. The study shall use the following guidelines for shared parking facilities:

- c. Agreement for Shared Parking Plan: A shared parking plan shall be enforced through written agreement. An attested copy of the agreement among the owners of record shall be submitted to the Zoning Administrator who shall forward a copy to the City Attorney and City Engineer for review. Proof of recording of the agreement shall be presented to the Zoning Administrator prior to the issuance of a certificate of occupancy. The agreement shall:
 - (i.) List the names and ownership interest of all parties to the agreement and contain signatures of those parties;
 - (ii.) Provide a legal description of the land;
 - (iii.) Include a site plan showing the area of the parking parcel and open space reserve areas which would provide for future parking;
 - (iv.) Describe the area of the parking parcel and designate and reserve it for shared parking unencumbered by any conditions that would interfere with its use;
 - (v.) Agree and expressly declare the intent for the covenant to run with the land and bind all parties and all successors in interest to the covenant;
 - (vi.) Assure the continued availability of the spaces for joint use and provide assurance that all spaces will be usable without charge to all participating uses;
 - (vii.) Describe the obligations of each party, including the maintenance responsibility to retain and develop reserved open space for additional parking spaces if the need arises;
 - (viii.) Incorporate the shared parking study by reference; and
 - (ix.) Describe the method by which the covenant shall, if necessary, be revised.
- d. Change in Use: Should any of the shared parking uses be changed, or should the Zoning Administrator find that any of the conditions described in the approved shared parking study or agreement no longer exist, the owner shall have the option of submitting a revised shared parking study and an amended shared parking agreement in accordance with the standards of these regulations or of providing the number of spaces required for each use as if computed separately. If the Zoning Administrator and the City Engineer determine that the revised shared parking study agreement does not satisfy the off-street parking needs of the proposed uses, the shared parking request shall be denied, and no certificate of occupancy shall be issued until the full number of off-street parking spaces are provided.
- e. Revocation of Permits: Failure to comply with the shared parking provisions of this subsection shall constitute a violation of these regulations and shall be cause for revocation of a certificate of occupancy.

2. C-5 Downtown District Exception.

The off-street parking requirements shall not apply to changes of use within existing buildings in the C-5 Downtown District. All requirements of this section must be met by any new residential construction projects. Off-street parking shall be reviewed by the Downtown Hutchinson Revitalization Partnership (DHRP) Board and approved by the City Engineer, where required.

3. Off-Site Parking.

In all districts, except for commercial and industrial uses in residential zoning districts, off-site parking uses shall be allowed by conditional use permit. Off-site parking for commercial and industrial uses shall not be permitted in the residential zoning districts. The Planning Commission may permit, by conditional use, all or a portion of the required parking spaces to be located on a remote and separate lot from the lot on which the principal use is located. Off-site parking shall be subject to the following standards:

- a. Necessity: The applicant shall demonstrate that it is not feasible to locate all of the required parking on the same lot as the principal use.
- b. Ineligible Uses: Off-site parking shall not be used to satisfy the off-street parking standards for restaurants, bars or convenience stores and other convenience-oriented uses. Required parking spaces reserved for persons with disabilities associated with the principal use shall not be located in an off-site parking facility.
- c. Location: No off-site parking space shall be located more than 600 feet from the primary entrance of the use served, measured along the route of the shortest lawful, practical walking distance. Off-site parking spaces shall not be separated from the principal use by a street crossing wider than 50 feet from back of curb to back of curb unless otherwise approved by the City Engineer.
- d. Agreement for Use of Non-Owned Parking Lot: When an off-site parking lot is not under the same ownership as the principal use served, a written agreement for the use of the parking lot shall be required. An attested copy of the agreement among the owners of record shall be submitted to the zoning administrator and shall be filed with the Reno County Register of Deeds by the owner. Proof of recording the agreement shall be presented to the zoning administrator. This agreement shall:
 - (i.) List the names and ownership interest of all parties to the agreement and contain the signatures of those parties;
 - (ii.) Provide a legal description of the land;
 - (iii.) Include a site plan showing the area of the use and parking lot;
 - (iv.) Expressly declare the intent for the agreement to run with the land and bind all parties and all successors in interest to the agreement;
 - (v.) Assure continued availability of the spaces and provide assurance that all spaces will be usable without charge;
 - (vi.) Describe the obligations of each party, including the maintenance responsibility;

- (vii.) Require that the zoning administrator be notified prior to the expiration or termination of an off-site parking area lease agreement; and
- (viii.) Describe the method by which the agreement shall, if necessary, be revised.

L. Turnarounds.

All parking areas containing three or more parking spaces shall include a turnaround that is designated and located so that vehicles can enter and exit the parking area without backing onto the public right-of-way.

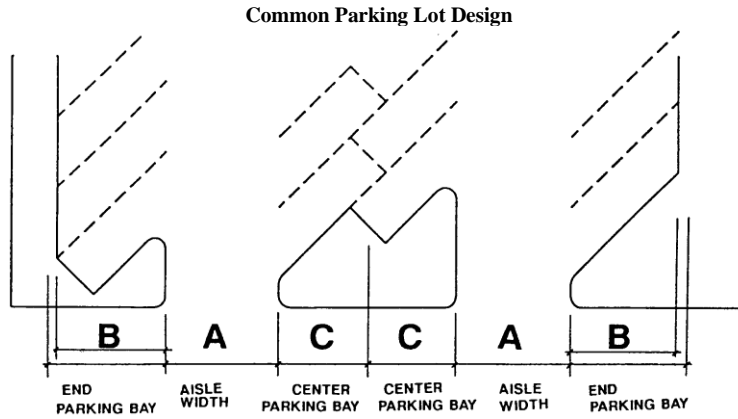
M. Rear parking.

- 1. For purposes of this section, “rear parking” means any parking area located between the principal building and the rear lot line or an alley.
- 2. The City may allow for the use of rear parking and for its inclusion in accommodating the required off-street parking requirements.
- 3. Rear parking areas that are screened from the view of public streets by the principal buildings are exempt from the parking lot screening requirements in Sec. 27-908 (E)(3) of these regulations.

N. Additional Standards for Parking Lot Design and Maintenance.

- 1. Maintenance: Parking areas shall be properly graded for drainage and maintained in good condition free of weeds, dust, trash, and debris.
- 2. Lighting: Parking areas shall be designed and laid out so that the source of any lighting is concealed from public view and from adjacent residential properties, and does not interfere with traffic in any adjacent street.
- 3. Standard parking stall dimensions shall not be less than nine feet by 18 feet, plus the necessary space for maneuvering into and out of the space. Where the end of the parking space abuts a curbed area at least five feet in width (with landscaping or sidewalk), an overhang may be permitted which would reduce the length of the parking space by two feet. Such overhang shall be measured from the face of the curb.
- 4. Minimum dimensions for a parallel parking space shall be nine feet by 23 feet.
- 5. For standard parking lots, minimum dimensions shall be as follows:

Parking Configuration	90-degree	60-degree	45-degree
<i>Aisle Width (A)</i>			
One-way traffic	-----	18 feet	14 feet
Two-way traffic	24 feet	20 feet	20 feet
<i>End Parking Bay Width (B)</i>			
Without overhang	18 feet	20 feet	19 feet
With overhang	16 feet	18 feet	17 feet
<i>Center Parking Bay Width (C)</i>	18 feet	18 feet	16 feet



Sec. 27-702 Table of Off-Street Parking.

The following table identifies the required parking for land uses located within the City of Hutchinson. When the required number of spaces is not a whole number, the number shall be rounded up to the next higher number. Uses not listed in the table are not necessarily excluded. The Zoning Administrator is empowered to make interpretations of land uses and parking requirements for such land uses.

a. Parking Standards – Residential Uses

Land Use	Minimum Parking Standard
HOUSEHOLD LIVING, AS LISTED BELOW:	
Accessory dwelling unit	1 space per unit
Compact development / tiny home	1 space per unit
Cottage court	1 space per unit
Live/work unit	1 space per unit
Manufactured home (residential design)	2 spaces per unit
Mobile home	1 space per unit
Mobile home park	1 space per unit
Multi-unit living	1 space per unit
Non-ground floor dwelling	1 space per unit
Single-unit living	2 spaces per unit
Two-unit living	2 spaces per unit
GROUP LIVING, EXCEPT AS LISTED BELOW:	
	1 space per every 4 beds/units
Assisted living	0.5 spaces per unit
Congregate living	0.5 spaces per unit
Dormitory, fraternity, sorority	1 space per every 3 beds
Group Home (11 or more)	2 spaces per home
Group Home (10 or fewer)	2 spaces per home

b. Parking Standards – Commercial Uses

Land Use	Minimum Parking Standard
ANIMAL SERVICES (General), EXCEPT AS LISTED BELOW:	1 space per 500 GFA
Boarding / Shelter	1 space per 500 GFA
Stables (Commercial)	1 space per each 4 stalls ¹
EATING & DRINKING ESTABLISHMENTS, EXCEPT AS LISTED BELOW:	1 space per each 5 seats
Bar / Tavern	1 space per each 4 seats
Drive-In / Thru restaurant	1 space per each 4 seats
Mobile vendor park	None
MEDICAL, INCLUDING OFFICE, EXCEPT AS LISTED BELOW:	1 space per 350 GFA
Extended care facility	1 space per each 5 beds, plus 1 space per employee on maximum shift
Hospital	
OFFICE, GENERAL	1 space per 500 GFA
PUBLIC, INSTITUTIONAL & CIVIC FACILITIES, EXCEPT AS LISTED BELOW:	1 space per each 6 seats (church); 1 space per employee plus one space per each 10 students (school); 1 space per 1000 GFA (all other uses)
Cemetery / Columbarium / Mausoleum	Study required
Crematorium / Funeral Home	1 space per each 6 seats
Child or adult day care center / Day care home (licensed group)	1 space per each 2 employees
Day care home / Group Day care Home (licensed)	2 spaces
Detention center	1 space per employee on maximum shift plus 1 space per each 25 residents
Large-scale assembly	1 space per each 6 seats (church); 1 space per employee plus one space per each 10 students (school); 1 space per 1000 GFA (all other uses)
RECREATIONAL & ENTERTAINMENT FACILITIES, EXCEPT AS LISTED BELOW:	Study required
Active recreation (> 1 acre)	Study required
Commercial entertainment, including movie theatres	2 spaces per lane plus 1 space per 1000 GFA of other uses (bowling); 1 space per each 6 seats (theatre); 1 space per each 2 holes (mini golf); 1 space per 500 GFA or by Parking Study (Other)
Athletic fields and stadiums	1 space per each 6 seats
REPAIR, EXCEPT VEHICLE REPAIR	1 space per 400 GFA

¹May be gravel in the TA Zoning District

Land Use	Minimum Parking Standard
RETAIL (RENTAL & SALES), AS LISTED BELOW:	
Large (> 18,000 SF)	1 space per 500 GFA
Medium (3501 – 18,000 SF)	
Outdoor	1 space per 1000 GFA plus 1 space per acre of outdoor sales area
Small (up to 3500 SF)	1 space per 500 GFA
TRANSIENT ACCOMMODATIONS, AS LISTED BELOW:	
Bed & breakfast	1 space per guest room plus 1
Campground, RV park, Tent camping	1 space per camp space
Hotel, Motel, Extended Stay, Boarding House	1 space per guest room plus 1 space per 1.5 employees on maximum shift
SERVICES (PERSONAL)	1 space per 400 GFA
STORAGE, SELF-SERVICE	1 space per employee on max shift
VEHICLE SALES, SERVICE AND STORAGE, EXCEPT AS NOTED BELOW	1 space 500 GFA of indoor sales area plus 1 space per 5000 SF of outdoor sales area
Boat / RV storage	1 space per employee on maximum shift
Car wash, excluding commercial trucks, heavy equipment and implements	1 space per employee on maximum shift
Inoperable vehicle storage	1 space per employee plus 2
Motor vehicle repair (light-medium)	2 spaces per service bay
Motor vehicle repair (heavy)	2 spaces per service bay
Truck stop	1 space per 500 GFA (retail area), plus 1 space per each 3 pumps

c. Parking Standards – Industrial & Other Uses

Land Use	Minimum Parking Standard
AGRICULTURAL USES, EXCEPT AS BELOW:	None
Agricultural chemical manufacture or storage / Agricultural product processing or storage	1 space per 1500 GFA plus 1 per acre of outdoor storage area
Community gardens	None
Agricultural equipment sales and service	1 space per 500 GFA indoor sales / office area plus 1 space per acre of outdoor sales area
Agricultural sales, including onsite product sales	
CONTRACTOR, AS LISTED BELOW:	
Office	1 space per employee
Storage yard	1 space per employee on maximum shift plus 1 space per acre of yard area
Wholesale sales	1 space per 500 GFA of indoor sales area plus 1 space per acre of outdoor sales area
MANUFACTURING, AS LISTED BELOW:	
Artisanal	1 space per 1000 GFA
Light	1 space per 5000 GFA
Heavy	1 space per 10,000 GFA
MINING / EXTRACTION	Study required
REPAIR (AIRCRAFT, RAILCAR & HEAVY VEHICLE)	2 spaces per repair bay
SALVAGE YARDS, INCLUDING AUTO SALVAGE	1 space per acre
STORAGE AND WAREHOUSES, EXCEPT SELF-SERVICE, AND AS LISTED BELOW:	1 space per 10,000 GFA
Outdoor storage	1 space per acre
TRANSPORTATION, AS LISTED BELOW:	
Multi-modal transfer station	Study Required
Railyard	
Trucking	

Sec. 27-703 Off-Street Parking: Parking for Individuals with Disabilities.

Parking for individuals with disabilities shall be provided in accordance with adopted federal regulations.