

AGENDA ITEM

TO: Tim Vandall, City Administrator
FROM: Joshua Gentzler 
DATE: May 16, 2024
SUBJECT: Ordinance No. 1111 – Unified Development Ordinance Amendment - Section 7.03
Required Parking

Overview: At the February 29th work session, Staff was tasked with reviewing the Unified Development Ordinance (UDO) to recommend revisions that would open up opportunity for development within the City, based off of current practices and policies across the Country. Staff proposed to amend the UDO to remove the Minimum Parking requirements from Article 7 of the UDO.

Staff developed an amendment to the UDO and the Planning Commission voted 5-0 in favor of recommending the adoption of the revision.

For full review, please see the attached report.

Policy Consideration: n/a

Financial Consideration: n/a

Action: Staff recommends a motion to adopt Ordinance No. 1111 to amend the City of Lansing Unified Development Ordinance.

ORDINANCE NO. 1111

AN ORDINANCE OF THE CITY OF LANSING, KANSAS, AMENDING THE UNIFIED DEVELOPMENT ORDINANCE, AS ADOPTED BY REFERENCE.

WHEREAS, the Planning Commission of the city of Lansing has recommended to amend the adopted Unified Development Ordinance, Section 7.03 A. Vehicle Parking Rates on Page 7-4, 7-6 thru 7-8 and Section 7.03 Required Parking, Table 7-5 on Page 7-5 and 7-6, and Section 7.04 Parking Lot Design, A. General Standards on Page 7-8. The official Unified Development Ordinance is adopted by reference in Lansing City Code, Section 17-101; and,

WHEREAS, after proper legal publication and notice pursuant to the statutes of the State of Kansas, a public hearing was held by the Planning Commission on April 17, 2024, at 7:00 p.m. at the Lansing City Hall, Lansing, Kansas.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF LANSING, KANSAS:

SECTION 1. Unified Development Ordinance, Section 7.03 Parking A. Vehicle Parking Rates on Page 7-4 is hereby amended to be as follows:

7.03 PARKING

A. **Vehicle Parking Rates.** Table 7-5: Parking Guidelines provides suggested minimum parking rates of all similar uses. Where the classification of the use is not determinable from the table, the Director shall determine the appropriate classification based on industry guides and the most similar use in terms of scale, function and operation. The follow criteria shall be used in interpreting the table:

Unified Development Ordinance, Section 7.03 Parking Table 7-5: Parking Guidelines on Page 7-5 and 7-6 is hereby amended to be as follows:

Table 7-5: Parking Guidelines

Residential Dwellings	
Boarding or Rooming House	1 per bedroom
Hotel or Motel	2 per unit
Mobile Home Parks	2 per unit
Nursing Homes, Rest Homes	1 per 5 beds
Single Family Home	2 per unit
Multi-Unit Residential	2 per unit
Civic / Institutional	
Religious Institutions	1 per every 6 seats
Elementary, Junior High and Equivalent Parochial and Private	2 per classroom

Table 7-5: Parking Guidelines

Schools	
High Schools, Colleges, Universities and Other Similar Public or Private Institutions of Higher Learning	8 per classroom
Hospitals	1 per every 1.5 beds
Nursery Schools and Day Care Centers, Public or Private	1 per employee; AND 1 per 500 sq. ft. floor area
Fraternal Associations	1 per every 4 seats
Commercial / Industrial	
Automobile, Truck, Recreational Vehicle and Mobile Home Sales and Rental Lot	1 per 3,000 sq. ft. lot
Automobile Salvage Yards	1 per employee AND; 10,000 sq. ft. storage area
Laundromats	1 per every 2 machines
Financial, Business, and Professional	1 per 400 sq. ft. gross floor area
Bowling Alleys	4 per bowling lane
Cartage, Express, Parcel Delivery and Freight Terminal Establishments	1 per 2 employees* AND; Vehicles maintained
Automobile Wash	3 per washing stall
Funeral Homes and Mortuaries	1 per 4 seats
Furniture and Appliance Stores, Household Equipment or Furniture Repair Shop	1 per 400 sq. ft. floor area
Adult Entertainment Uses	1 per every 2 occupants
Manufacturing, Production, Processing, Assembly, Disassembly, Cleaning, Servicing, Testing or Repairing of Goods, Materials, or Products	1 per 3 employees
Medical and Dental Clinics or Offices	1 per 400 sq. ft. floor area
Restaurants, Private Clubs and Taverns	1 per 4 seats
Retail Stores and Shops	1 per 400 sq. ft. floor area
Service Stations	1 per employee 2 per service bay
Theaters, Auditoriums, and Places of Assembly with Fixed Seats	1 per 4 seats
Warehouse, Storage and Wholesale Establishments	1 per 4 employees
All Other Business and Commercial Establishments Not Specified Above	1 per 400 sq. ft. floor area

Unified Development Ordinance, Section 7.03 Parking on Page 7-6 is hereby amended, in part, to be as follows:

- B. **Maximum Parking.** No use shall provide more than 20% more than the minimum suggested parking without documented evidence of actual parking demand based on studies of similar uses in similar contexts. In addition, any parking permitted over 20% shall require mitigating potential impacts of more parking through one or more of the following strategies:
1. Provide shared parking for other uses on the block or adjacent blocks according to Section 7.03.D.
 2. Design all parking areas over the minimum as dual purpose space, such as plazas, playgrounds, event areas for regular use of the space during non-peak times (see civic space design standards).
 3. Use alternative surface areas designed to infiltrate stormwater.
 4. Provide additional buffers and site open spaces to screen parking and provide more active usable outdoor spaces for people in relation to the streetscape, of at least a 10% increase in the open space or buffers and at least a 25% increase in the amount of landscape material required for the parking.
- C. **Parking Reductions.** The parking suggested by Table 7-5 may be reduced depending on context, and according to the following strategies:

Unified Development Ordinance, Section 7.03 Parking Table 7-7 on Page 7-7 is hereby amended, in part, to be as follows:

Table 7-7: Bicycle Parking

<i>Activity</i>	<i>Required Spaces</i>
Primary or secondary School	25% of the number of students; AND 10% of number of employees
Retail or office uses	10% of the suggested vehicle spaces.
Other Institutional or Entertainment uses	5% of the suggested vehicle spaces.
Industrial Uses	3% of the number of employees.
Residential	0.5 per dwelling unit

Unified Development Ordinance, Section 7.04 Parking Lot Design, A. General Standards on Page 7-8 is hereby amended to be as follows:

1. All minimum suggested parking shall be reserved and used for that purpose except for what may be permitted through a Conditional Use Permit or Temporary Use Permit.

SECTION 2. SEVERABILITY. If any section, clause, sentence, or phrase of this ordinance is found to be unconstitutional or is otherwise held invalid by a court of competent jurisdiction, it shall not affect the validity of any remaining parts of this ordinance.

SECTION 3. EFFECTIVE DATE. This ordinance shall take effect from and after its passage, approval, and publication by summary in the official city newspaper.

PASSED AND APPROVED by the governing body of the city of Lansing, Kansas, this 16th day of May, 2024.

Anthony R. McNeill, Mayor

ATTEST

Tish Sims, City Clerk

(SEAL)

Publication Date: _____

Published: The Leavenworth Times

CITY OF LANSING

FORM OF SUMMARY FOR PUBLICATION OF ORDINANCE

Ordinance No. 1111: An Ordinance amending the Unified Development Ordinance of the City of Lansing, Kansas.

Pursuant to the general laws of the State, a general summary of the subject matter contained in this ordinance shall be published in the official City newspaper in substantially the following form:

Ordinance No. 1111 Summary:

On May 16th 2024, the City of Lansing, Kansas, adopted Ordinance No. 1111, an ordinance amending the Unified Development Ordinance of the City of Lansing, Kansas, Section 7.03 A. Vehicle Parking Rates on Page 7-4, 7-6 thru 7-8 and Section 7.03 Required Parking, Table 7-5 on Page 7-5 and 7-6, and Section 7.04 Parking Lot Design, A. General Standards on Page 7-8. A complete copy of this ordinance is available at www.lansingks.org or at City Hall, 800 First Terrace, Lansing, KS 66043. This summary certified by Gregory C. Robinson, City Attorney.

This Summary is hereby certified to be legally accurate and sufficient pursuant to the laws of the State of Kansas.

DATED: May 16, 2024

Gregory C. Robinson, City Attorney



Summary

Staff was tasked with reviewing the Unified Development Ordinance (UDO) to recommend revisions that would open up opportunity for development within the City. Staff reviewed the UDO and returned with the following three revisions to promote Residential and Commercial property development within the City. The three revisions are:

- 1) Reduce the minimum lot size for the R-1 and R-2 zoning districts (**UDO Section 4.02**);
- 2) Open Accessory Dwelling Unit development (**UDO Sections 4.02, 4.03 & 4.04**); and
- 3) Amend the Required Parking ordinance (**UDO Section 7.03**).

The Planning Commission divided the question into three separate parts, based on the revisions as listed above.

Planning Commission Recommendation

The Planning Commission voted 5-0 to approve the amendment to **Section 7.03 Required Parking Table 7-5: Required Parking**, as written.

Community & Economic Development Comments

Introduction

The proposals within this text amendment are written to reflect the changing nature of development across the country. The development community is faced with a challenging environment with higher interest rates, labor costs and availability, and acquisition costs for development. These amendments can enable developers to spread out the cost of developments across a broader population. In addition, these amendments certain homeowners within the City to have more control over their property through subdivision and opening the opportunity for to build accessory dwelling units (ADUs). Homeowners are currently required to receive a conditional use permit in order to build ADUs. The purpose of these amendments are to encourage more creativity through freedom to explore new housing options that support Lansing's current and future population.

UDO Purpose

The stated purposes of Lansing's UDO are:

1. To promote the health, safety, and welfare of the City and its residents;
2. To implement the City of Lansing's Comprehensive Plan;
3. Promote planning and urban design that emphasizes distinct places and unique elements of community character documented throughout Lansing;
4. Divide the city into zones and districts that promote the character, compatibility, scale and transitions of land use patterns;
5. To conserve and protect property values throughout the City; and
6. Regulate and restrict the development and use of buildings and land within each zoning district to create a compatible scale and range of building types within districts, and to promote the appropriate relationship of development to the public realm and to adjacent property.

The purpose of the proposed amendments meets these purposes.

Comprehensive Plan

Staff finds that numerous Comprehensive Plan goals that align with the proposed subdivision ordinance. These goals are:

- 1) Provide a range of residential facilities that includes single family dwelling and multi-family structures which accommodate a diverse community
- 2) Pursue and promote commercial services that are easily and safely accessible and attract residents and visitors to the area.

- 3) Provide a range of commercial services that satisfies the full spectrum of consumer requirements.

The following implementation strategies are also met through the text amendments proposed.

- 1) Commercial & Residential - Encourage the rezoning and redevelopment of properties to be consistent with the Future Land Use Plan and evaluated future rezoning applications for consistency with the Future Land Use Plan as well as the goals contained within this plan.
- 2) Develop neighborhood revitalization strategies that take an integrated approach to housing rehabilitation, infrastructure improvements, and community involvement.

Summary of Changes

Article 7. Access & Parking Standards Amendments

Section 7.03 Required Parking is amended to list **Table 7-5: Required Parking** as guidelines, instead of minimums. This removes off-street parking as a requirement for any and all development that occurs within the City. Developers will be able to choose a parking design that fits the needs of their client's needs.

Acknowledgments

The following City of Lansing staff members reviewed this project and provided information for this report:

- Joshua Gentzler, AICP – Director, Community & Economic Development

Recommendation

Staff recommends approval of amendments to the Parking requirements as outlined in Case 2024-UDO-001, Minimum Parking Requirements.

Action Options

1. Approve the Code Amendment as proposed and adopt revisions to **Section 7.03 Required Parking Table 7-5: Required Parking**, as written in Ordinance 1111 (Case 2024-UDO-001); or
2. Deny the Code Amendment to **Section 7.03 Required Parking Table 7-5: Required Parking**, as written in Ordinance 1111 (Case 2024-UDO-001) for specified reasons with 2/3rds vote;
3. Return the proposed amendment to the Planning Commission with statement of basis for the Governing Body's failure to approve or disapprove; or
4. Table the case to another date, time and place.

Attachments

1. Redline of **UDO Article 7**
2. Proposed amendment of **UDO Article 7**
3. Planning Commission Minutes

3. **Pedestrian Amenities.** Site plans shall include amenities that enhance safety and convenience and promote walking or bicycling as an alternative means of transportation. Site amenities may include bike racks, drinking fountains, canopies and benches. Sidewalks and internal circulation shall be separated from moving vehicles to the extent feasible with curbs, landscape buffers, curbside parking, and limited cross-walks.
 4. **Crossings.** All driveways and alleys shall generally intersect with sidewalks on the perimeter of the block at the sidewalk grade, and the material and construction of the sidewalk shall continue across the drive. For drive aisles and internal access streets, the vehicle grade may interrupt the sidewalk. Where the pedestrian crossing exceeds 24 feet, cross-walks or other features to identify pedestrian crossings may be required. Design features such as bump outs, raised crossings, medians or other landscape and urban design amenities that emphasize the pedestrian crossing and shorten the distance pedestrians cross dedicated vehicle ways may be considered.
- D. **Traffic Impacts.** Wherever the Director of Public Works determines that the above requirements will adversely impact the function of the transportation network in the vicinity of the site, either due to traffic impacts of the proposed use, or the design of the access in relation to the street scape, alternative access standards may be required to better meet the intent of this section. In addition, any specific access management study or plan for a portion of the city may alter the application of these standards and guidelines.

7.03 **REQUIRED PARKING**

- A. **Vehicle Parking Rates.** Table 7-5: Required Parking Guidelines provides general suggested minimum requirements parking rates and applies for rates of all similar uses. Where the classification of the use is not determinable from the table, the Director shall determine the appropriate classification based on industry guides and the most similar use in terms of scale, function and operation. The follow criteria shall be used in interpreting the table:
1. A rate based on employees shall consider maximum number of employees likely to be on-site at one time.
 2. A rate based on square footage shall consider the service area open to the public or patrons, or leasable floor area. Where this number is not easily or readily determined, 85% of gross floor area may be used.
 3. A rate based on seating shall consider total number of seats. Where this number is not easily or readily determined, or is otherwise flexible it may be based on capacity of common formats and layouts of buildings based on industry standards.
 4. A rate based on capacity shall be the maximum permitted under public safety and building codes
 5. Where a rate results in a fraction, round up to highest whole number.
 6. Where uses or sites have components of different uses (i.e. hotel with a restaurant), each component calculated under most applicable rate.

Table 7-5: Required Parking Guidelines

Residential Dwellings	
Boarding or Rooming House	1 per bedroom
Hotel or Motel	2 per unit
Mobile Home Parks	2 per unit
Nursing Homes, Rest Homes	1 per 5 beds
Single Family Home	2 per unit
Multi-Unit Residential	2 per unit
Civic / Institutional	
Religious Institutions	1 per every 6 seats
Elementary, Junior High and Equivalent Parochial and Private Schools	2 per classroom
High Schools, Colleges, Universities and Other Similar Public or Private Institutions of Higher Learning	8 per classroom
Hospitals	1 per every 1.5 beds
Nursery Schools and Day Care Centers, Public or Private	1 per employee; AND 1 per 500 sq. ft. floor area
Fraternal Associations	1 per every 4 seats
Commercial / Industrial	
Automobile, Truck, Recreational Vehicle and Mobile Home Sales and Rental Lot	1 per 3,000 sq. ft. lot
Automobile Salvage Yards	1 per employee AND; 10,000 sq. ft. storage area
Laundromats	1 per every 2 machines
Financial, Business, and Professional	1 per 300-400 sq. ft. gross floor area Minimum 3 spaces
Bowling Alleys	4 per bowling lane
Cartage, Express, Parcel Delivery and Freight Terminal Establishments	1 per 2 employees* AND; Vehicles maintained
Automobile Wash	3 per washing stall
Funeral Homes and Mortuaries	1 per 4 seats
Furniture and Appliance Stores, Household Equipment or Furniture Repair Shop	1 per 400 sq. ft. floor area
Adult Entertainment Uses	1 per every 2 occupants
Manufacturing, Production, Processing, Assembly, Disassembly, Cleaning, Servicing, Testing or Repairing of Goods, Materials, or Products	1 per 3 employees
Medical and Dental Clinics or Offices	1 per 400-400 sq. ft. floor area
Restaurants, Private Clubs and Taverns	1 per 2-54 seats
Retail Stores and Shops	1 per 300-400 sq. ft. floor area
Service Stations	1 per employee

Table 7-5: Required Parking Guidelines

	2 per service bay
Theaters, Auditoriums, and Places of Assembly with Fixed Seats	1 per 4 seats
Warehouse, Storage and Wholesale Establishments	1 per <u>42</u> employees
All Other Business and Commercial Establishments Not Specified Above	1 per <u>300-400</u> sq. ft. floor area

B. **Maximum Parking.** No use shall provide more than 20% more than the minimum suggested ~~required~~ parking without documented evidence of actual parking demand based on studies of similar uses in similar contexts. In addition, any parking permitted over 20% shall require mitigating potential impacts of more parking through one or more of the following strategies:

1. Provide shared parking for other uses on the block or adjacent blocks according to Section 7.03.D.
2. Design all parking areas over the minimum as dual purpose space, such as plazas, playgrounds, event areas for regular use of the space during non-peak times (see civic space design standards).
3. Use alternative surface areas designed to infiltrate stormwater.
4. Provide additional buffers and site open spaces to screen parking and provide more active usable outdoor spaces for people in relation to the streetscape, of at least a 10% increase in the open space or buffers and at least a 25% increase in the amount of landscape material required for the parking.

C. **Parking Reductions.** The parking required-suggested by Table 7-5 may be reduced depending on context, and according to the following strategies:

1. *Walkable Commercial Contexts.* In the B-1 and B-2 districts, any use under 2,000 square feet is exempt from providing on-site parking, and all other uses in the B-1 and B-2 districts may reduce the required on-site parking by 30% provided the project is designed in a compact, walkable format with smaller blocks and walkable streets as specified in Article 3.
2. *On-street Parking Credit.* All on-street parking within 600 feet of any lot frontage shall count towards the parking requirement at a rate of one space for every three on-street spaces. However, any on-street parking in front of residential lots shall not count for non-residential uses in the area.
3. *Bicycle Parking Credit.* All on-site bicycle parking designed and located according to Section 7.03.E may reduce the required vehicle parking at a rate of one space for every four bicycle parking spaces up to a maximum of 15% of the required vehicle parking.
4. *Public Parking Credit.* Any site within 600 feet of a public parking area may reduce the required vehicle parking at a rate of one space for every two public parking spaces.
5. *Deferral of Parking Space Requirements.* A portion of the required parking may remain unimproved until the Planning Commission or the Governing Body deems it necessary to adequately serve parking demand. The Planning Commission or Governing Body, whichever is charged with granting final approval, shall determine that the initial occupancy of the premises will be adequately served by the lesser number of spaces and a site plan shall indicate the location, pattern and circulation to and from the deferred parking spaces. Any approval shall specifically indicate what event will trigger the construction of any deferred parking. The area reserved for future parking shall be

brought to finished grade and shall be landscaped, and it shall not be used for any permanent purpose or structure unless a revised site plan and parking plan is approved.

- D. **Shared Parking.** Required parking may be reduced for any site containing multiple uses, or for adjacent sites with different uses according to Table 7-6. Any shared parking arrangement shall require an agreement among all landowners participating in the agreement to ensure access, joint use, maintenance, and other operational issues. A reduction program that differs from Table 7-6 may also be approved in association with the agreement upon preparation of the joint parking study for the sites and uses.

Table 7-6: Shared Parking

Use	Percentage of Required Parking by Time Period				
	Weekday		Weekend		All
	6 AM to 5 PM	5 PM to 1 AM	6 AM to 5 PM	5 PM to 1 AM	1 AM to 6AM
Employment	100 %	10 %	5 %	5 %	5 %
Retail or Service	75 %	75 %	100 %	90 %	5 %
Restaurant	50 %	100 %	75 %	100 %	25 %
Entertainment & Recreation	30%	100 %	75 %	100 %	5 %
Church	5 %	25 %	100 %	50 %	5 %
School	100 %	10 %	10 %	10 %	5 %
Dwellings	25 %	90 %	50 %	90 %	100 %
Lodging	50 %	90 %	75 %	100 %	100 %

- E. **Bicycle Parking.** All non-residential or multifamily uses within 1,000 feet of a designated bicycle route or trail shall provide bicycle parking spaces according to Table 7-7. For convenience and security, bicycle parking facilities shall be located near building entrances, shall be visible from the land uses they serve, and shall not be in remote automobile parking areas.

Table 7-7: Bicycle Parking

Activity	Required Spaces
Primary or secondary School	25% of the number of students; AND 10% of number of employees
Retail or office uses	10% of the required-suggested vehicle spaces.
Other Institutional or Entertainment uses	5% of the required-suggested vehicle spaces.
Industrial Uses	3% of the number of employees.
Residential	0.54 per dwelling unit

7.04 PARKING LOT DESIGN

A. General Standards

1. All minimum ~~required~~-suggested parking shall be reserved and used for that purpose except for what may be permitted through a Conditional Use Permit or Temporary Use Permit.
2. All required parking shall be on-site except as specifically provided in Credits or Shared parking sections. Additionally, the Planning Commission may allow for a portion of required parking to be located off-site through a site plan review, provided it is within 300 feet of the subject site, it is in a comparable zoning district, and an agreement demonstrating rights and control of the off-site property is provided.
3. All on-site parking lots shall provide a sufficient amount of barrier free accessible spaces, meeting the Americans with Disabilities Act guidelines for quantity, design and location.
4. All parking and access areas shall be designed to adequately address drainage and runoff, including curb, gutters and inlets, or any other drainage strategy approved by the Director of Public Works to support best management practices to minimize runoff and encourage infiltration of storm water.
5. All parking and access lighting shall meet the site design standards in Article 7.
6. In areas zoned other than A-1, R-1, or R-2, all parking areas and driveways shall be surfaced with a permanent bituminous or Portland cement concrete pavement meeting the standards and specifications of the City of Lansing.
7. In areas zoned A-1, R-1, or R-2, and not a part of a platted subdivision, all parking areas and driveways with one of the following options:
 - a. A permanent bituminous or portland cement concrete pavement meeting the standards and specifications of the City of Lansing.
 - b. Not less than a 4-inch-thick layer of compacted rock or gravel, however the first 50' adjacent to any public roadway is required to be surfaced with a permanent bituminous or portland cement concrete pavement, and all areas must meet the standards and specifications of the City of Lansing.
8. The Director of Public Works may approve alternate surfaces that demonstrate superior stormwater management performance and sufficient durability and long-term maintenance is demonstrated, for any area of the city.

- B. **Location.** On-site parking shall be designed and located in a manner that mitigates negative impacts on streetscapes and adjacent property. Table 7-8 provides general location, size and landscape requirements. These requirements may be modified by specific standards applicable to specific zoning districts in Article 5 and Article 6.

Table 7-8: Parking Location, Size, and Landscape Requirements

<i>Spaces per Block</i>	<i>Front</i>	<i>Side</i>	<i>Rear</i>
<i>200 or more</i>	* Must be broken into smaller parking blocks.	* Must be broken into smaller parking blocks.	10% Internal Landscape Islands; AND 12' Perimeter Buffer.
<i>150 - 199</i>	* Must be broken into smaller parking blocks	10% Internal Landscape Islands; AND 12' Perimeter Buffer.	8% Internal Landscape Islands; AND 10' Perimeter Buffer.
<i>100 - 199</i>	8% Internal Landscape Island 10' Perimeter Buffer; AND 20' Front Setback Buffer	8% Internal Landscape Islands; AND 10' Perimeter Buffer.	5% Internal Landscape Islands; AND 8' Perimeter Buffer
<i>50-99</i>	8% Internal Landscape Islands; 10' Perimeter Buffer; AND 20' Front Setback Buffer	5% Internal Landscape Islands; AND 8' Perimeter Buffer	8' perimeter buffer
<i>20-49</i>	5% Internal Landscape Islands; AND 8' Perimeter buffer;	5% Internal Landscape Islands; OR 8' Perimeter Buffer	No requirement other than 6' setback

3. **Pedestrian Amenities.** Site plans shall include amenities that enhance safety and convenience and promote walking or bicycling as an alternative means of transportation. Site amenities may include bike racks, drinking fountains, canopies and benches. Sidewalks and internal circulation shall be separated from moving vehicles to the extent feasible with curbs, landscape buffers, curbside parking, and limited cross-walks.
 4. **Crossings.** All driveways and alleys shall generally intersect with sidewalks on the perimeter of the block at the sidewalk grade, and the material and construction of the sidewalk shall continue across the drive. For drive aisles and internal access streets, the vehicle grade may interrupt the sidewalk. Where the pedestrian crossing exceeds 24 feet, cross-walks or other features to identify pedestrian crossings may be required. Design features such as bump outs, raised crossings, medians or other landscape and urban design amenities that emphasize the pedestrian crossing and shorten the distance pedestrians cross dedicated vehicle ways may be considered.
- D. **Traffic Impacts.** Wherever the Director of Public Works determines that the above requirements will adversely impact the function of the transportation network in the vicinity of the site, either due to traffic impacts of the proposed use, or the design of the access in relation to the street scape, alternative access standards may be required to better meet the intent of this section. In addition, any specific access management study or plan for a portion of the city may alter the application of these standards and guidelines.

7.03 PARKING

- A. **Vehicle Parking Rates.** Table 7-5: Parking Guidelines provides suggested minimum parking rates of all similar uses. Where the classification of the use is not determinable from the table, the Director shall determine the appropriate classification based on industry guides and the most similar use in terms of scale, function and operation. The follow criteria shall be used in interpreting the table:
1. A rate based on employees shall consider maximum number of employees likely to be on-site at one time.
 2. A rate based on square footage shall consider the service area open to the public or patrons, or leasable floor area. Where this number is not easily or readily determined, 85% of gross floor area may be used.
 3. A rate based on seating shall consider total number of seats. Where this number is not easily or readily determined, or is otherwise flexible it may be based on capacity of common formats and layouts of buildings based on industry standards.
 4. A rate based on capacity shall be the maximum permitted under public safety and building codes
 5. Where a rate results in a fraction, round up to highest whole number.
 6. Where uses or sites have components of different uses (i.e. hotel with a restaurant), each component calculated under most applicable rate.

Table 7-5: Parking Guidelines

Residential Dwellings	
Boarding or Rooming House	1 per bedroom
Hotel or Motel	2 per unit
Mobile Home Parks	2 per unit
Nursing Homes, Rest Homes	1 per 5 beds
Single Family Home	2 per unit
Multi-Unit Residential	2 per unit
Civic / Institutional	
Religious Institutions	1 per every 6 seats
Elementary, Junior High and Equivalent Parochial and Private Schools	2 per classroom
High Schools, Colleges, Universities and Other Similar Public or Private Institutions of Higher Learning	8 per classroom
Hospitals	1 per every 1.5 beds
Nursery Schools and Day Care Centers, Public or Private	1 per employee; AND 1 per 500 sq. ft. floor area
Fraternal Associations	1 per every 4 seats
Commercial / Industrial	
Automobile, Truck, Recreational Vehicle and Mobile Home Sales and Rental Lot	1 per 3,000 sq. ft. lot
Automobile Salvage Yards	1 per employee AND; 10,000 sq. ft. storage area
Laundromats	1 per every 2 machines
Financial, Business, and Professional	1 per 400 sq. ft. gross floor area
Bowling Alleys	4 per bowling lane
Cartage, Express, Parcel Delivery and Freight Terminal Establishments	1 per 2 employees* AND; Vehicles maintained
Automobile Wash	3 per washing stall
Funeral Homes and Mortuaries	1 per 4 seats
Furniture and Appliance Stores, Household Equipment or Furniture Repair Shop	1 per 400 sq. ft. floor area
Adult Entertainment Uses	1 per every 2 occupants
Manufacturing, Production, Processing, Assembly, Disassembly, Cleaning, Servicing, Testing or Repairing of Goods, Materials, or Products	1 per 3 employees
Medical and Dental Clinics or Offices	1 per 400 sq. ft. floor area
Restaurants, Private Clubs and Taverns	1 per 4 seats
Retail Stores and Shops	1 per 400 sq. ft. floor area
Service Stations	1 per employee

Table 7-5: Parking Guidelines

	2 per service bay
Theaters, Auditoriums, and Places of Assembly with Fixed Seats	1 per 4 seats
Warehouse, Storage and Wholesale Establishments	1 per 4 employees
All Other Business and Commercial Establishments Not Specified Above	1 per 400 sq. ft. floor area

B. **Maximum Parking.** No use shall provide more than 20% more than the minimum suggested parking without documented evidence of actual parking demand based on studies of similar uses in similar contexts. In addition, any parking permitted over 20% shall require mitigating potential impacts of more parking through one or more of the following strategies:

1. Provide shared parking for other uses on the block or adjacent blocks according to Section 7.03.D.
2. Design all parking areas over the minimum as dual purpose space, such as plazas, playgrounds, event areas for regular use of the space during non-peak times (see civic space design standards).
3. Use alternative surface areas designed to infiltrate stormwater.
4. Provide additional buffers and site open spaces to screen parking and provide more active usable outdoor spaces for people in relation to the streetscape, of at least a 10% increase in the open space or buffers and at least a 25% increase in the amount of landscape material required for the parking.

C. **Parking Reductions.** The parking suggested by Table 7-5 may be reduced depending on context, and according to the following strategies:

1. *Walkable Commercial Contexts.* In the B-1 and B-2 districts, any use under 2,000 square feet is exempt from providing on-site parking, and all other uses in the B-1 and B-2 districts may reduce the required on-site parking by 30% provided the project is designed in a compact, walkable format with smaller blocks and walkable streets as specified in Article 3.
2. *On-street Parking Credit.* All on-street parking within 600 feet of any lot frontage shall count towards the parking requirement at a rate of one space for every three on-street spaces. However, any on-street parking in front of residential lots shall not count for non-residential uses in the area.
3. *Bicycle Parking Credit.* All on-site bicycle parking designed and located according to Section 7.03.E may reduce the required vehicle parking at a rate of one space for every four bicycle parking spaces up to a maximum of 15% of the required vehicle parking.
4. *Public Parking Credit.* Any site within 600 feet of a public parking area may reduce the required vehicle parking at a rate of one space for every two public parking spaces.
5. *Deferral of Parking Space Requirements.* A portion of the required parking may remain unimproved until the Planning Commission or the Governing Body deems it necessary to adequately serve parking demand. The Planning Commission or Governing Body, whichever is charged with granting final approval, shall determine that the initial occupancy of the premises will be adequately served by the lesser number of spaces and a site plan shall indicate the location, pattern and circulation to and from the deferred parking spaces. Any approval shall specifically indicate what event will trigger the construction of any deferred parking. The area reserved for future parking shall be

brought to finished grade and shall be landscaped, and it shall not be used for any permanent purpose or structure unless a revised site plan and parking plan is approved.

- D. **Shared Parking.** Required parking may be reduced for any site containing multiple uses, or for adjacent sites with different uses according to Table 7-6. Any shared parking arrangement shall require an agreement among all landowners participating in the agreement to ensure access, joint use, maintenance, and other operational issues. A reduction program that differs from Table 7-6 may also be approved in association with the agreement upon preparation of the joint parking study for the sites and uses.

Table 7-6: Shared Parking

Use	Percentage of Required Parking by Time Period				
	Weekday		Weekend		All
	6 AM to 5 PM	5 PM to 1 AM	6 AM to 5 PM	5 PM to 1 AM	1 AM to 6AM
Employment	100 %	10 %	5 %	5 %	5 %
Retail or Service	75 %	75 %	100 %	90 %	5 %
Restaurant	50 %	100 %	75 %	100 %	25 %
Entertainment & Recreation	30%	100 %	75 %	100 %	5 %
Church	5 %	25 %	100 %	50 %	5 %
School	100 %	10 %	10 %	10 %	5 %
Dwellings	25 %	90 %	50 %	90 %	100 %
Lodging	50 %	90 %	75 %	100 %	100 %

- E. **Bicycle Parking.** All non-residential or multifamily uses within 1,000 feet of a designated bicycle route or trail shall provide bicycle parking spaces according to Table 7-7. For convenience and security, bicycle parking facilities shall be located near building entrances, shall be visible from the land uses they serve, and shall not be in remote automobile parking areas.

Table 7-7: Bicycle Parking

Activity	Required Spaces
Primary or secondary School	25% of the number of students; AND 10% of number of employees
Retail or office uses	10% of the suggested vehicle spaces.
Other Institutional or Entertainment uses	5% of the suggested vehicle spaces.
Industrial Uses	3% of the number of employees.
Residential	0.5 per dwelling unit

7.04 PARKING LOT DESIGN

A. General Standards

1. All minimum suggested parking shall be reserved and used for that purpose except for what may be permitted through a Conditional Use Permit or Temporary Use Permit.
2. All required parking shall be on-site except as specifically provided in Credits or Shared parking sections. Additionally, the Planning Commission may allow for a portion of required parking to be located off-site through a site plan review, provided it is within 300 feet of the subject site, it is in a comparable zoning district, and an agreement demonstrating rights and control of the off-site property is provided.
3. All on-site parking lots shall provide a sufficient amount of barrier free accessible spaces, meeting the Americans with Disabilities Act guidelines for quantity, design and location.
4. All parking and access areas shall be designed to adequately address drainage and runoff, including curb, gutters and inlets, or any other drainage strategy approved by the Director of Public Works to support best management practices to minimize runoff and encourage infiltration of storm water.
5. All parking and access lighting shall meet the site design standards in Article 7.
6. In areas zoned other than A-1, R-1, or R-2, all parking areas and driveways shall be surfaced with a permanent bituminous or Portland cement concrete pavement meeting the standards and specifications of the City of Lansing.
7. In areas zoned A-1, R-1, or R-2, and not a part of a platted subdivision, all parking areas and driveways with one of the following options:
 - a. A permanent bituminous or portland cement concrete pavement meeting the standards and specifications of the City of Lansing.
 - b. Not less than a 4-inch-thick layer of compacted rock or gravel, however the first 50' adjacent to any public roadway is required to be surfaced with a permanent bituminous or portland cement concrete pavement, and all areas must meet the standards and specifications of the City of Lansing.
8. The Director of Public Works may approve alternate surfaces that demonstrate superior stormwater management performance and sufficient durability and long-term maintenance is demonstrated, for any area of the city.

- B. **Location.** On-site parking shall be designed and located in a manner that mitigates negative impacts on streetscapes and adjacent property. Table 7-8 provides general location, size and landscape requirements. These requirements may be modified by specific standards applicable to specific zoning districts in Article 5 and Article 6.

Table 7-8: Parking Location, Size, and Landscape Requirements

<i>Spaces per Block</i>	<i>Front</i>	<i>Side</i>	<i>Rear</i>
<i>200 or more</i>	* Must be broken into smaller parking blocks.	* Must be broken into smaller parking blocks.	10% Internal Landscape Islands; AND 12' Perimeter Buffer.
<i>150 - 199</i>	* Must be broken into smaller parking blocks	10% Internal Landscape Islands; AND 12' Perimeter Buffer.	8% Internal Landscape Islands; AND 10' Perimeter Buffer.
<i>100 - 199</i>	8% Internal Landscape Island 10' Perimeter Buffer; AND 20' Front Setback Buffer	8% Internal Landscape Islands; AND 10' Perimeter Buffer.	5% Internal Landscape Islands; AND 8' Perimeter Buffer
<i>50-99</i>	8% Internal Landscape Islands; 10' Perimeter Buffer; AND 20' Front Setback Buffer	5% Internal Landscape Islands; AND 8' Perimeter Buffer	8' perimeter buffer
<i>20-49</i>	5% Internal Landscape Islands; AND 8' Perimeter buffer;	5% Internal Landscape Islands; OR 8' Perimeter Buffer	No requirement other than 6' setback



PLANNING COMMISSION APRIL WORK SESSION MEETING

Council Chambers, 800 1st Terrace, Lansing, KS 66043
Wednesday, April 17, 2024, at 7:00 PM

MINUTES

CALL TO ORDER

The April work session meeting of the Lansing Planning Commission was called to order by Chairman Jake Kowalewski at 7:02 p.m.

ROLL CALL / QUORUM ANNOUNCEMENT-

In attendance were Chairman Jake Kowalewski, Commissioners Janette Labbee-Holdeman, Jerry Gies, Richard Hannon and Mike Suozzo. Commissioners Brian Payne and Nancy McDougal were not in attendance. Chairman Jake Kowalewski noted that there was a quorum present.

OLD BUSINESS-

1. Approval of Minutes, January 17th, 2024, Regular Meeting

Motion was made by Commissioner Labbe-Holdeman to approve the minutes as written, and it was seconded by Commissioner Gies. Motion passed 5-0.

NEW BUSINESS-

2. Case 2024-UDO-001: Minimum Lot Size, Accessory Dwelling Units & Parking Requirements

Staff was tasked with reviewing the Unified Development Ordinance (UDO) to recommend revisions that would open up opportunity for development within the City. Staff reviewed the UDO and returned with the following three revisions to promote Residential and Commercial property development within the City. The three revisions are: 1) Reduce the minimum lot size for the R-1 and R-2 zoning districts (UDO Section 4.02); 2) Open Accessory Dwelling Unit development (UDO Section 4.03 & 4.04); and 3) Amend the Required Parking ordinance (UDO Section 7.03)

The open hearing was opened at 7:04 pm. There was no public present and no discussion for the public hearing. The public hearing was closed at 7:05 pm.

1. Discussion started with Commissioner Labbe-Holding expressing her concerns about reducing the minimum of lot sizes. Commissioner Geis stated that there are no limited space issues in Lansing. Commissioner Hannon asked why we would need to limit size. Various discussions occurred about these issues among the Planning Commission members as well as the potential and options that could occur in the future. There was also discussion about what has worked in the past for other counties/cities and what would work best for the citizens of Lansing.

Motion was made by Commissioner Hannon for approval of reduction of the minimum Lot size requirement (R-1 and R-2) as presented and it was seconded by Commissioner Suozzo. Motion passed 4-1.

2. Discussion then began about Accessory Dwelling Units with Commissioner Geis, regarding shed sizes and garages, stating there can be no more than one per lot with the exception of ADU. It was stated that we should allow people to do, within reason, what they want on their property. Mr. Gentzler explained that we are keeping the requirement the rear coverage of thirty percent of your lot area, as is. There was then discussion about the size of the unit vs the percentage of lot space that it takes up, and which one should be allowed. There was further discussion on the different types and sizes of ADU's and what should or should not be allowed.

Motion was made by Commissioner Hannon to approve Accessory Dwelling Unit development ordinance and it was seconded by Commissioner Labbee-Holdeman. Motion passed 4-1.

3. Discussion was held about parking requirements for different zoning areas, and what the needs are vs. what we require for the use of those properties. The purposed amendment changes that the minimum parking requirements would become suggested parking requirements. Which allows businesses to dictate how much parking is needed to meet their customer demands. In this, we would establish maximum parking, just not requiring a minimum parking.

Motion was made by Commissioner Labbee-Holdeman to approve the amendment of required parking ordinances and it was seconded by Commissioner Suozzo. Motion passed 5-0.

NOTICES AND COMMUNICATIONS- None

REPORTS-

ADJOURNMENT-

Commissioner Hannon made a motion to adjourn the meeting, the motion was seconded by Commissioner Labbee-Holdeman and the meeting was adjourned by acclamation at 8:21 pm.

Respectfully submitted,
Melissa Baker, Secretary

Reviewed by,
Joshua Gentzler, Community and Economic Development Director