

Article 21-07: Access & Parking

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Section 21-07.01: Pedestrian Access

(a) Intent

This section is intended to provide safe, direct, and convenient pedestrian facilities between all buildings or structures, public streets and sidewalks, and parking. Pedestrian access is important for the overall function, activity level, and comfort of all users.

(b) Applicability

All new development, additions to any structure, or conversions of use for which an improvement location permit is required by this Ordinance shall provide pedestrian facilities in accordance with the regulations of this section and the development standards of the applicable district of this Ordinance.

(c) Sidewalks & Walkways

- (1) Sidewalks shall be installed along any street frontage per the latest standards adopted by the Board of Public Works. The City Engineer and Zoning Administrator may waive this requirement when sidewalks are not warranted or feasible.
- (2) Walkways shall be provided to connect all main entrances and all publicly accessible uses to parking, adjacent public rights-of-way, and transit stops and stations. Such pedestrian connections should be placed to avoid passing through parking areas and interior access drives to the greatest extent possible. Routing of walkways through parking lot landscape islands is encouraged.
- (3) Walkways providing cross-access between abutting lots are encouraged.

- (4) Sidewalks and walkways shall consist of accessible, easily discernible, and ADA-compliant routes.

Section 21-07.02: Bicycle Access & Parking

(a) Intent

This section is intended to provide for bicycle parking areas which are adequate to support the needs of proposed and future uses of a site while assuring that the design and construction of such bicycle parking areas meet minimum design standards necessary to promote safety, efficient circulation, and the use of active transportation modes.

(b) Applicability

All new development, additions to any structure, or conversions of use for which an improvement location permit is required by this Ordinance shall provide required bicycle parking areas in accordance with the regulations of this section and the development standards of the applicable district of this Ordinance.

(c) Location of Bicycle Parking Areas

- (1) Bicycle parking shall be placed within 100 feet of, and clearly visible from, the main entrance to the use served, and
- (2) Bicycle parking may be located on site or located within the right-of-way with the approval of the Board of Public Works, or
- (3) Bicycle parking may be provided in a publicly accessible indoor location within a convenient distance of the main entrance.
- (4) The Zoning Administrator may approve an alternate location provided that the location meets the intent of this section.

(d) Design and Construction of Bicycle Parking Areas

- (1) All bicycle parking areas shall be hard surfaced with asphalt, concrete, pervious pavement, pavers, or other material to provide a durable, dust-free surface.
- (2) All bicycle racks shall be
 - (A) Securely anchored;
 - (B) Able to support the bicycle frame in at least two places to prevent the bicycle from falling over, and

(C) Configured to allow the locking of the frame and at least one wheel with a U-lock.

- (3) A bicycle parking space shall be at least 6 feet long and 2 feet wide.
- (4) All bicycle parking spaces shall be constructed in accordance with the latest version of the Association of Pedestrian and Bicycle Professionals Bicycle Parking Guidelines.

(e) Minimum Number of Required Off-Street Parking Spaces for Bicycles

- (1) Bicycle parking for all uses shall be provided in accordance with the minimum requirements set forth in [Table 21-07A](#). When the computation of required bicycle parking spaces results in less than 0.5 bicycle parking spaces required, no bicycle parking shall be required.
- (2) The number of bicycle parking spaces, not the number of bicycle parking fixtures, is used to determine bicycle parking. For example, a single bicycle rack that is designed for parking two bicycles is counted as two bicycle parking spaces.
- (3) If more than one principal use is on site, the required bicycle parking for the site is the sum of the required parking for the individual principal uses.
- (4) No more than 16 bicycle parking spaces shall be required for any principal use.

Table 21-07A: Required Bicycle Parking	Min. Number of Parking Spaces per 10,000 square feet of Gross Floor Area of Building (except as noted)
Agricultural	
All Uses	None Required
Civic & Institutional	
All Uses	4
Industrial, Manufacturing, & Processing	
All Uses	0.5
Lodging	
All Uses	1 per 15 guest rooms
Office	
All Uses	1
Residential	
All Uses	1 per 10 dwelling units
Retail & Service	
Under 4,000 square feet of Gross Floor Area	None Required
4,000 square feet or more of Gross Floor Area	3
Transportation	
Passenger Terminal, Transit Station	2
All Other Uses	None Required
Utilities	
All Uses	None Required

See [Section 21-06.01](#) for all principal use definitions.

Section 21-07.03: Vehicle Access & Parking

(a) Intent

This section is intended to assure that the design and construction of any motor vehicle parking areas meet minimum design standards necessary to promote efficient circulation.

(b) Applicability

Off-street parking spaces are not required for any use. However, any new off-street vehicle parking area provided shall be developed in accordance with the regulations of this section and the development standards of the applicable district of this Ordinance.

(c) Location of Vehicle Parking Areas

Off-street parking areas shall be located as specified in the applicable district.

(d) Off-Street Vehicle Parking Area Access

- (1) All off-street parking shall have direct access to a public right-of-way through an alley, driveway, or permanent access easement.
- (2) Whenever practical, if an alley is present and open to traffic, all vehicular access shall take place from the alley. When an alley is not present, access to corner lots from a secondary street is preferable to access from a primary street.
- (3) The number and width of curb cuts shall be the minimum needed to provide reasonable access to the site. Curb cuts shall meet the standards of the Board of Public Works.
- (4) Curb cuts shall not be allowed on lots of less than 30' in width. Under a shared driveway condition, this minimum may be reduced to 15' if the lots sharing the driveway are at least 30' in width combined.
- (5) Where applicable, curb cuts should be placed to maximize the number of on-street parking spaces.
- (6) Shared driveways between abutting properties are encouraged provided that an access easement exists between all property owners.

- (7) A lot that may be accessed by way of a recorded cross-access agreement through an abutting lot shall not receive a separate curb cut from the same street frontage.

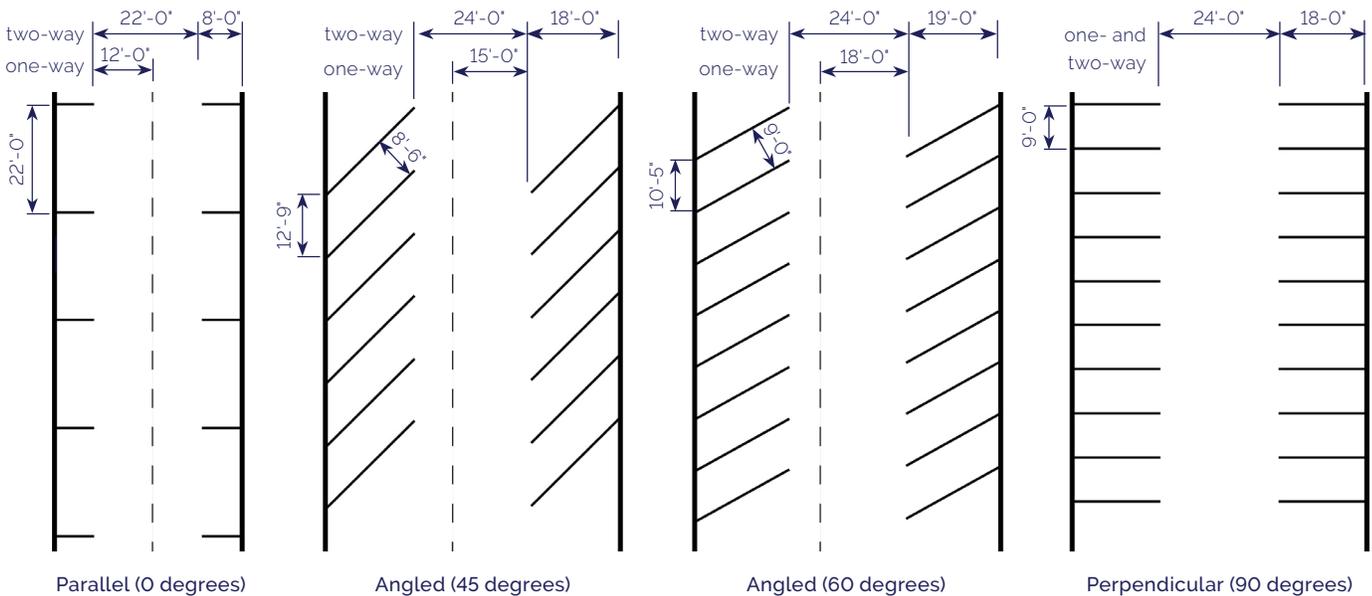
(e) Design and Construction of Off-Street Vehicle Parking Areas

The design and construction of all off-street parking areas shall be in compliance with the stricter of the regulations contained in this section or the minimum specifications prescribed by the Board of Public Works and in conformity with the Americans with Disabilities Act (ADA).

- (1) **Parking Area Layout.** The layout of all off-street parking areas shall be in compliance with [Table 21-07B](#) or the most recent version in the Architectural Graphic Standards for a Level of Service "A" or "B." An alley adjacent to the lot may be used to meet the requirement for drive aisle width. The Zoning Administrator may reduce any measurement within Table 21-07B by up to 1 foot on space-constrained lots.
- (2) **Landscape of Off-Street Parking Areas.** The landscape of all off-street parking areas with 4 or more spaces shall comply with the regulations contained in [Section 21-09.01\(o\)](#).
- (3) **Delineation of Off-Street Parking Areas.** All off-street parking areas with 4 or more spaces, excluding driveways, shall be:
 - (A) Identified by painted lines (minimum 4 inches in width), raised curbs, or other means to indicated individual spaces; and,
 - (B) Provided with a raised curb, wheel stops, or other devices to ensure that motor vehicles do not encroach beyond the off-street parking area or into a required setback.

Table 21-07B: Parking Lot Design

Space Angle	Space Width	Parking Row Depth	Curb Width	Drive Aisle Width: One-Way	Drive Aisle Width: Two-Way
Parallel (0°)	8'	8'	22'	12'	22'
45°	8'-6"	18'	12'-9"	15'	24'
60°	9'	19'	10'-5"	18'	24'
Perpendicular (90°)	9'	18'	9'	24'	24'



(4) Surface of Off-Street Parking Areas. Off-street parking areas and any driveway, interior access driveway, or interior access drive to and from such off-street parking areas shall be hard surfaced with asphalt, concrete, pervious pavement, pavers, or other material to provide a durable, dust-free surface, which meets or exceeds the minimum specifications prescribed by the Board of Public Works, provided, however, a temporary or seasonal use permitted by the district in which

such temporary or seasonal use is located may use an unimproved or gravel surface for the duration of the temporary or seasonal use. If a temporary gravel surface is provided, such gravel shall be removed and the off-street parking area shall be returned to its prior condition immediately upon cessation of the temporary or seasonal use.

(f) Required Parking for the Disabled

Every off-street vehicle parking area and parking garage available to the public shall have parking spaces reserved for the use of physically disabled persons as specified in [Table 21-07C](#) or as required by the latest federal ADA Accessibility Guidelines.

Table 21-07C: Minimum ADA Parking Spaces	
Total Parking Spaces Provided	Minimum Number of ADA Parking Spaces
1 - 25	1
26 - 50	2
51 - 75	3
76 - 100	4
101 - 150	5
151 - 200	6
201 - 300	7
301 - 400	8
401 - 500	9
501 - 1000	2% of the total number of off-street vehicle parking spaces.
1001 and over	20, plus 1 for each 100 off-street vehicle parking spaces over 1000

- (1) Facilities which provide medical care and other services to persons with mobility impairments shall provide ADA Parking Spaces as follows:
 - (A) Outpatient units and facilities. 10 percent of the total number of off-street vehicle parking spaces provided; and,
 - (B) Units and facilities that specialize in treatment services for persons with mobility impairments. 20 percent of the total number of off-street vehicle parking spaces provided.

(g) Parking Structures

Parking structures shall be designed per the following standards.

- (1) Parking structures shall be considered buildings, not parking, for the purpose of determining setbacks.

(h) Parking of Vehicles – General

- (1) Unless otherwise provided for in this Ordinance, the parking of vehicles on a lot without a primary building is prohibited.
- (2) Vehicles parked on a lot shall be related to the principal use of the lot or a use allowed in that district.
- (3) Except as otherwise provided in the applicable district, vehicles shall not be parked in an established front or corner yard. Parking areas serving a 1 or 2 unit dwelling shall be exempt from this requirement, provided that vehicles can be parked without blocking the sidewalk or any public way.

(i) Commercial and Recreational Vehicles

- (1) **Large Vehicles.** No tractor, trailer, tractor-trailer combination, or vehicle (including but not limited to a tow truck, dump truck, flatbed truck, semi-trailer, and the like) equal to or in excess of one and one half (1 ½) tons capacity, or which has a bed more than 8 feet long, may not be parked on any land or premises except in an OS, U, C, or I district. However, the foregoing shall not apply to school buses used for the transportation of school children to and from school or to and from a school sponsored activity.
- (2) **Parking, Storing, Maintaining, or Keeping of Any Recreational Vehicle or Recreational Trailer.** Parked or stored recreational vehicles shall not be occupied or used for living, sleeping, or human habitation. Notwithstanding any provision in this Ordinance to the contrary, no recreational vehicle or recreational trailer shall be parked, stored, maintained or kept on any lot in a S1, S2, U1, U2, U3, or UF district unless in compliance with the following:
 - (A) Recreational vehicles or recreational trailers may be parked or stored:
 - i. Inside an accessory building or garage; or

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- ii. Outside in such a manner that no part of the recreational vehicle shall project into any minimum required front, corner, or side setback for a primary building or any minimum required rear setback for an accessory building.
- (B) Not more than a total of two recreational vehicles or recreational trailers shall be permitted to be parked or stored in the open on the same lot at any one time.

Section 21-07.04: Off-Street Loading

(a) Intent

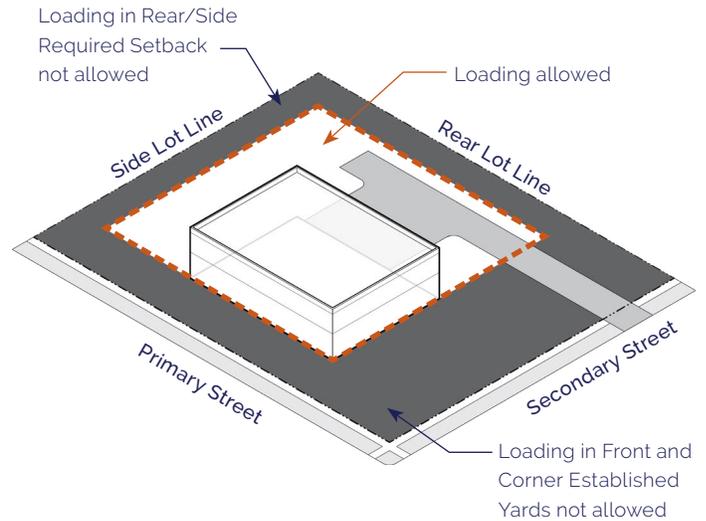
This section is intended to provide for off-street loading areas which are adequate to support the needs of proposed and future uses of a site while assuring that the design and construction of such off-street loading areas meet minimum design standards necessary to provide efficient circulation and prevent undue traffic congestion.

(b) Applicability

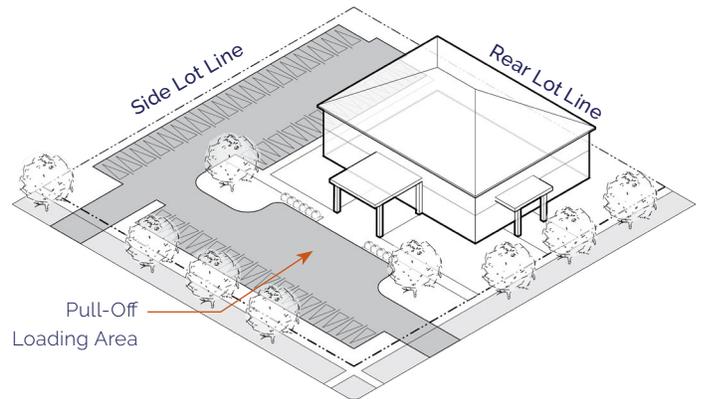
Off-street loading areas are not required but any such area provided shall be developed in compliance with the standards set forth in this section .

(c) Location of Off-Street Loading Spaces

- (1) All off-street loading spaces shall be located on the same lot as the use served.
- (2) No off-street loading spaces shall be located in established front or corner yards, provided, however, in the case of a double frontage lot, off-street loading spaces may be located between a front lot line of a perimeter street and the rear of the building served if no access is provided across such front lot line; and, the yard between the off-street loading spaces and such front lot line is landscaped in compliance with the regulations of [Section 21-09.01](#) and provided with a Type 3 buffer.
- (3) No off-street loading spaces shall be located in a minimum required side or rear setback.
- (4) Office, professional services, retail, or other non-industrial uses may provide one loading space per building in a "pull-off" loading area located adjacent to an interior access drive. A "pull-off" loading area shall not be subject to the prohibition against being located between the front lot line and front facade of any portion of the building served.



Location of Off-Street Loading Spaces



"Pull-Off" Loading Area

(d) Design and Construction of Loading Areas

The design and construction of loading spaces shall be in compliance with the stricter of the regulations contained in this section, or the minimum specifications prescribed by the Board of Public Works. The following standards shall apply to the design of off-street loading areas:

- (1) **Loading and Unloading Activity.** Loading and unloading activity may not encroach upon or interfere with any public right-of-way, except where specifically designated by the Board of Public Works.
- (2) **Maneuvering.** Each maneuvering area, aisle, and interior access drive utilized to access a loading space shall be designed and located to provide safe and efficient ingress/egress to each loading space. Trucks shall not need to back from or into a public street, or onto an adjoining lot (unless the subject lot and the adjoining lot are located within the same integrated center or industrial park and such maneuvering area is subject to a recorded easement allowing such maneuvering).
- (3) **Surface of Loading Areas.** All off-street loading areas and the ingress/egress to and from such off-street loading areas located on such lot shall be hard surfaced with asphalt, concrete, or other material to provide a durable dust-free surface.
- (4) **Landscaping.** Where any loading area is located within 50 feet of, and visible from, a side or rear lot line that abuts any lot in a S1, S2, U1, U2, U3, or UF district, the loading area shall be screened by a Type 3 buffer, designed per [Section 21-09.01\(n\)](#).
- (5) The design of loading areas shall be subject to the approval of the Department of Public Works.

Section 21-07.05: Private Streets & Alleys

(a) Intent

This section is intended to provide minimum design standards necessary to ensure safety, coordinated development, and efficient circulation when access is provided by private streets or alleys.

(b) Applicability

All private streets and private alleys, when specifically authorized for use by the City of South Bend through the applicable development review process, shall be developed to the following standards.

(c) Design and Construction of Private Streets and Alleys

(1) Pavement Width for Private Streets. Minimum pavement width for that portion of a private street available for through traffic (i.e., exclusive of parking spaces) shall be:

(A) In a S1, S2, U1, U2, U3, or UF district:

- i. One-way Traffic - 12'
- ii. Two-way Traffic - 20'

(B) In a NC, DT, OS, U, C, or I district:

- i. One-way Traffic - 14'
- ii. Two-way Traffic - 28'

(2) Pavement Width for Private Alleys. The minimum pavement width for that portion of a private alley available for through traffic (i.e., exclusive of parking spaces) shall be a minimum of 12 feet in any district.

(3) Depth and Materials. The minimum pavement depth and materials for a private street or private alley shall be as required by the City of South Bend for a public street or public alley.

(4) Curbs. Curb sections for a private street or private alley shall be as required by the City of South Bend for a public street or public alley.

(5) Emergency Vehicles. The geometric design of a private street or private alley shall provide for the through movement or turn-around of emergency vehicles. The Board of Public Works or Fire Department may require private street or alley widths or access beyond the minimums required in this Ordinance.

(6) Maintenance / Services. Prior to the issuance of an improvement location permit or obtaining secondary plat approval, the developer or subdivider shall file documentary assurances with the Board of Public Works that all lots served by a private street or private alley shall be provided with the following services: regular trash pick-up; leaf pick-up; snow removal; daily mail delivery service; roadway maintenance and repair, including, but not limited to, driving surface, roadway subgrade, subsurface drainage, roadside drainage, curbs, sidewalks, street lights, street name signs, traffic control signs, and traffic control signals; and, powers to enforce speed control and parking regulations. Such services shall be provided in accordance with the specifications approved by the Board of Public Works, which shall include the establishment of a maintenance fund or escrow account by the developer or subdivider, which may be supplemented by regular or special assessments against each lot owner provided such assessments are at reasonable and non-discriminatory rate of charge. Such documentary assurances shall be incorporated into the applicable final plat that is recorded in the Office of the Recorder of St. Joseph County, Indiana, or otherwise provided for through legally binding perpetual agreements as approved by the Board of Public Works.