

# CITY COUNCIL STUDY SESSION

**TO:** Mayor and City Council  
**FROM:** Mari E. Macomber, City Manager  
**SESSION DATE:** November 21, 2011  
**TIME:** 4:30 pm  
**PLACE:** City Council Chambers

## AGENDA:

- **UTILITY FUND RATE STRUCTURE**
- **ISO UPDATE**
- **PARKING REQUIREMENTS**
- **REVIEW NEWSLETTER (includes miscellaneous topics)**

## UTILITY FUND RATE STRUCTURE

In 2007, the City Council determined the need to evaluate utility rates on an annual basis. This was decided based on previous practices of the City in determining utility rates. For financial purposes, utility services are considered enterprise operations. This means that the cost of doing business should be covered by the fees for service.

Prior to this time, the City had not raised rates sufficiently to cover costs, and used funds from the Capital Improvement Sales tax to pay for capital projects that were needed. In an attempt to begin addressing the rate structure, the City implemented a five-year rate structure beginning in 2003, with the idea that there would be no additional review until the end of this five-year period.

The Council, in 2007, could see that this approach was still not acceptable. It developed arbitrary rates based on old data.

Now that we have completed most of the budget review process, we will spend some additional time on Monday reviewing the cost of current operations and the proposed utility rates to take effect next year.

**Recommendation** – It is important for the Council to understand our rate structure and why the proposed rates are necessary. Direction from the Council is important, as a change in rates will be presented for approval at the December 6 Council meeting.

## ISO UPDATE

ISO stands for Insurance Service Office. ISO has been a leading source of information about property/casualty insurance risk. This organization conducts evaluations of various aspects of casualty.

What does ISO have to do with the City of Kirksville? ISO evaluates various aspects of City service that affect fire suppression services, including the fire alarm system (how

notifications occur); fire department services (manpower, equipment, etc.); and water supply. ISO evaluates the firefighting capabilities of individual communities. From these evaluations, a numerical grading is developed called the Public Protection Classification.

Kirksville was evaluated in 1991, and then was re-evaluated in 2003. We expect an evaluation in the near future. ISO's Public Protection Classification Service gauges the fire protection capability of the local fire department and analyzes the data using a rating schedule and then assigns a Public Protection Classification number to each community on a scale from 1 to 10. Class 1 represents the best public protection, and Class 10 indicates no recognized protection. Kirksville has a class 4 rating.

By classifying a community's ability to suppress fires, ISO provides crucial information for understanding the entire landscape of risk associated with a specific property. They have extensive information on more than 47,000 fire-response jurisdictions.

Because we do not know when we will be receiving our next evaluation, we wanted to take a little bit of time to explain what the ISO was to the City Council. Insurance premiums, especially for business coverage is affected by the insurance rating of a community. So maintaining an acceptable rating is important.

**Recommendation** – Staff will review the ISO program with the City Council to increase your familiarity with this rating system and how it affects our community.

## **PARKING REQUIREMENTS**

Included with your packet is our current parking ordinance that is found in our zoning ordinance. This parking ordinance outlines how many parking spaces are needed when new structures are developed. There are three defined areas: an area referred to as the downtown CBD; tier 1 which are properties located around Truman and ATSU campus; and tier 2 which is all other areas of the community.

The City has been asked to revisit the parking requirements, specifically the parking requirements of those properties located in tier 1. Tier 1 parking is the most restrictive parking requirements found within the City. It was based on the notion that the residences within this area were largely for campus housing for the two universities and to accommodate the potential parking needs of the students, more spaces were required. To the north of this area is the downtown, since we began encouraging renovations there have been additional housing units created: Baxter Miller Apartments, Travelers Apartment, and various apartments located in and around the square. There are no parking requirements for these apartments.

In addition, the city has begun to evaluate and address our storm water needs. The hard surfaces such as paved roads and parking lots, roofs and other impervious surfaces that are present have an impact on our stormwater system. After completing the Stormwater Management Plan, the City has agreed to take further steps toward improving our stormwater quality. One way that this could be done is to address our parking requirements.

To do this, would the City Council be interested in assigning a review of our parking ordinance to a citizens group that would include: a member of the City Council (optional), the Codes and Planning Director, City Engineer, Watershed Commission member, a

developer or two, university representative, downtown representative, a realtor, and a student from one of the campuses. This group would assemble, review the existing ordinances, tour the community, and discuss whether or not changes are necessary.

If the Council were interested in pursuing this, staff would have a proposed outline of what would be expected, and a list of members for the next Council meeting.

**Recommendation** – The parking ordinance was put in place prior to the redevelopment of the downtown, and before the City began working on stormwater management. It is important that the City evaluate the requirements to determine if it fits the needs of the community.

## **REVIEW NEWSLETTER**

### Attachments

- Staff Report – Utility Rates
- Utility Rate Information
- Staff Report - ISO
- Ordinance - Parking Requirements

## **KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT**

**SUBJECT:** Utility Rates, 2012

**STUDY SESSION MEETING DATE:** November 21, 2011

**CITY DEPARTMENT:** Public Works

**PREPARED BY:** John R. Buckwalter, PE, Public Works Director

The City reviews the user charge system for utilities on an annual basis (Sec.25-60.4 of the Municipal Code). This review is normally done in conjunction with the annual budget preparation and review. In order to participate in the State Revolving Loan Fund (SRF) the user charges must be set at a level which will:

- a. Pay the costs of the operation and maintenance of the systems.
- b. Pay the principal and interest on the SRF bonds as they become due
- c. Ensure that net operating revenues are equal to or greater than 110% of the annual debt service,
- d. Provide sufficient reserves to pay debt service and to ensure protection and integrity of the systems.

In 2008 both water and sewer user charges were divided into two components, a fixed service availability fee and a volume charge based on the amount of water used. In 2010 the monthly service availability fee was increased to meet required revenue. In 2011 the volume charge was increased by approximately 10% resulting in the current rate structure. These increased charges were expected to provide an additional \$372,000 in revenue. Also, in 2011, \$482,500 was transferred from the capital replacement reserve fund to the utility fund to cover costs of water main replacement and the wastewater facility plan. At that time it was recognized that the 2011 rate increase was not sufficient to sustain revenues to fund ongoing expenditures, but additional rate review and possible increases were deferred until the 2012 budget cycle.

The initial budget proposal for the utility fund failed to meet the requirement to have adequate revenues to meet expenditures while maintaining adequate reserves. Proposed expenditures and reserve investments exceeded available revenues by well over \$1,000,000. Capital investments were drastically reduced. All vehicles scheduled for replacement in the utility divisions were deferred or deleted. Non-critical repairs and routine maintenance were deferred. The projected revenue shortfall was reduced to \$571,595.

The revenue from user fees for water and sewer in 2012, without a rate adjustment, were projected to be \$5,619,880. The \$571,595 additional revenue required represents a 10.2 % increase in user fees. The tiered rate structure used by the city does not result in revenue increases equal to a simple adjustment in rates.

The Department of Natural Resources offers a model for evaluating the adequacy of a utility's rates. The model recommended an increase in water and sewer rates of

14.9%. A more detailed review of requirements led staff to recommend a rate increase of approximately 12%. It was determined that the rate increase outlined below would result in a revenue increase of \$890,000, covering the required operating expenses, allowing a small contingency for emergency replacement and rebuilding the capital reserve, and allowing some factor of safety should water demand be less than estimated

The proposed rate structure for 2012 is:

Water:

Service Availability Fee:	\$8.50 per month
Tier 1 Volume fee:	\$2.85/hundred cubic feet (ccf)
Tier 2	\$2.50/ccf
Tier 3	\$2.31/ccf
Special Industrial	\$0.6595/ccf for use over 400,000 cf/month

Sewer:

Service Availability Fee:	\$8.50/Month
Volume fee	\$3.08/ccf

Detailed calculations are attached.

The City should review the overall rate structure in 2012. The original tiered rate system was established to allocate what are often called fixed fees to all users, while charging the larger users for their proportional cost of service. With the addition of a Service Availability fee it may be possible to simplify the user rate system while ensuring that each class of users pays only their fair share. The City and the PWSD have the option to review the rate structure in 2013.

2012 USER CHARGE REVIEW  
 City of Kirksville  
 Public Works Department

As required by Sec. 25-60.4 of the Municipal code of the City of Kirksville, an annual review of the user charge system for utility customers of the City has been completed. Calculations used in this analysis are included in this document, along with recommended service fees for the 2012 fiscal year.

**CURRENT RATES AND REVENUES**

The current rates for water are:

Service Connection Fee:	\$7.50	
Volume fee:		
Tier 1	\$2.55/ccf	First 2000cf
Tier 2	\$2.23/ccf	Next 98,000 cf
Tier 3	\$2.06/ccf	Over 100,000 cf
Special Industrial	\$0.5879/ccf	Over 400,000 cf

Adair County PWSD pays the same rate as residential users, at 7 meters. The average cost per ccf for the PWSD is approximately 102% of the Tier 3 rate, or \$2.10/ccf

The overall average rate for Adair Foods is \$1.33/ccf

Estimated water use, based on past records, by tier is:

Tier 1	35%
Tier 2	23%
Tier 3	6% (excluding AF and PWSD)
PWSD	26%
Adair Foods	10%

The weighted average rate per ccf is \$2.208

The current rates for sewer service are:

Service Connection Fee:	\$7.50
Volume Fee	\$2.75/ccf

The PWSD does not pay a sewer fee, and Adair Foods pays sewer fees on approximately 90% of billed water.

The minimum monthly utility bill is based on 200 cf (1500 gallons) water consumption and the connection fee for both water and sewer. The current minimum bill is (disregarding taxes and minor fees):

Water Connection fee	\$7.50	
Water Volume fees (2 x \$2.55)	\$5.10	Water \$12.60
Wastewater Connection fee	\$7.50	
Wastewater Volume fee (2x2.75)	\$5.50	WW \$13.00
Trash	\$12.00	
Stormwater	<u>\$ 2.20</u>	
Monthly Minimum Bill	\$39.80	

For most analysis, a customer who uses 5000 gallons of water per month is considered an average customer. 5000 gallons is 6.68 ccf.

The current utility bill for an average customer is:

Water Connection fee	\$7.50	
Water Volume fees (6.68 x \$2.55)	\$17.03	Water \$24.53
Wastewater Connection fee	\$7.50	
Wastewater Volume fee (6.68x\$2.75)	\$18.37	WW \$25.87
Trash	\$12.00	
Stormwater	<u>\$ 2.20</u>	
Monthly Average Bill	\$64.60	

The projected income in 2011 from user fees is:

Water	\$3,064,610
Wastewater	\$2,527,310

The projected income for 2012 at the current rates was:

Water	\$3,079,930
Wastewater	\$2,539,950

#### FUTURE REVENUE REQUIREMENTS ANALYSIS

Projected expenses including capital investments in 2012 exceeded revenues by over \$1,000,000. Capital projects were reduced to the minimum essential projects. All vehicle and equipment replacements were deferred or deleted from the 2012 budget, leaving a projected shortfall of \$571,595. It was determined by staff and Council that adjustment of user fees would be required.

The Missouri Department of Natural Resources has developed a program for determining if a utility's rates are adequate. This evaluation is used for any utility requesting funding under the State Revolving Loan Fund (SRF). The model was used based on projected expenses for the Kirksville Water Utility and the Wastewater Utility.

The model recommended that the rate for water be:

Fixed or connection fee:	\$11.20
Volume fee:	\$3.77/1000 gallons, or \$2.82/ccf
The monthly bill for a 5000 gallon customer would be \$30.05.	

When adjusted for wastewater analysis, the model recommended fees were:

Fixed or connection fee:	\$14.42
Volume fee:	\$2.69/1000 gallons, or \$2.01/ccf

The monthly bill for a 5000 gallon customer would be \$27.87.

An average customer's utility bill would be:

Water	30.05
Sewer	27.87
Trash	12.00
SW	<u>2.20</u>
Monthly Average	\$72.12 or an increase of 11.65%

The increase for a minimum customer however, would be much more drastic,

Water	16.84
Sewer	18.44

Trash	12.00
SW	<u>2.20</u>
Monthly Minimum	\$49.48 or an increase of 24.32 %

The model allocates debt service to the fixed fee portion of a bill. The tiered rate structure used by the City can result in the smaller customer paying a higher cost for service. If a portion of the cost of debt services is allocated to the volume fee, a lower connection fee results.

A proposed rate structure based on a fixed or connection charge of \$8.50 per month, and a 12 % increase in volume charges for both the water and wastewater fee was evaluated. Both evaluation in the rate model and line by line assessment in the budget evaluation showed that this solution would provide adequate revenue, while not over burdening any group of customers.

RECOMMENDED RATES FOR 2012

Water:

Connection Fee:	\$8.50
Tier 1	\$2.85/ccf
Tier 2	\$2.50/ccf
Tier 3	\$2.31/ccf
Special Industrial	\$0.6595/ccf

Wastewater:

Connection Fee:	\$8.50
Volume Fee	\$3.08

The minimum user's bill would be:

Connection Fee W	\$8.50
Volume fee water	\$5.70
Connection Fee WW	\$8.50
Volume fee sewer	\$6.16
Trash	\$12.00
Stormwater	<u>2.20</u>
Monthly Minimum	\$43.06 an increase of \$3.26 or 8.2%

The average (5000 gallon) user's bill would be:

Connection fee W	\$8.50
Volume fee water	19.04
Connection fee WW	\$8.50
Volume fee WW	\$20.57
Trash	\$12.00
Stormwater	<u>\$2.20</u>
Monthly Average	\$70.81 an increase of \$6.21 or 9.6%

PROJECTED REVENUE FOR 2012 FROM USER FEES.

To calculate projected revenues, a weighted average was used for the water fee volume charge. The influence of suburban customers was ignored. Based on consumption by tier, the weighted average was estimated as \$2.47/ccf for all water sold.

The estimated water billed in 2012 is 810,000,000 gallons, or 1,083,000 ccf

There are an estimated 6800 customers.

Revenues from water sales =

Connection fees:	6800 x \$8.50 x 12 months	= \$ 693,600
Volume Charges	1,083,000 x \$2.47	<u>= \$2,675,010</u>
		\$3,368,610

For sanitary sewer fees, rural customers, the PWSD, and a portion of the water billed to Adair Foods are not included. The estimated number of sewer connections is 6,600. 26% of the water is not billed for sewer; leaving 801,420 ccf charged a volume fee. There is not tiered system for sanitary sewers.

Revenues from sanitary sewer charges to users:

Connection fees:	6600 x \$8.50 x 12 months	= \$ 673,200
Volume Charges	801,420 x \$3.08	<u>= \$2,468,374</u>
		\$3,141,574

The required revenue to balance the utility budget was:

Water	\$3,379,930
Sewer	\$2,839,950
Total	\$6,219,880

Projected revenue is:

Water	\$3,368,610
Sewer	\$3,141,574
Total	\$6,510,184

PREPARED BY: John R. Buckwalter, PE  
Public Works Director  
November 18, 2011

## KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT

**SUBJECT:** Insurance Services Office (ISO) Presentation

**STUDY SESSION MEETING DATE:** November 21, 2011

**CITY DEPARTMENT:** Fire Department

**PREPARED BY:** Randy Behrens

What is ISO? The ISO (Insurance Services Office) is a nationwide non-profit service organization that provides services to the property and casualty insurance industries; utilizing a fire suppression rating schedule, they identify varying levels of fire suppression capabilities. These are rated from 1 to 10, Class 1 areas receive the lowest insurance rates and Class 10 areas, the highest (or no recognition).

The insurance industry has been evaluating the fire service for over a century. These evaluations have provided the insurance industry with information and facts as to the fire departments capabilities in combating fire loss and to establish the local communities fire insurance ratings. This in turn has a significant impact on the local economy.

The fire suppression rating schedule is divided into two sections. Section 1 is a Public Protection Classification which is an indication of an entity's ability to handle fires in small-to-moderate-size buildings. Buildings which require a needed fire flow of 3,500 GPM (gallons per minute) or less. Section II of the fire suppression rating schedule consists of individual public protection classification numbers for larger properties that have needed fire flows greater than 3,500 GPM (gallons per minute).

The basic objective of the Insurance Service Office/Commercial Risk Services Inc., (ISO/CRS), Fire Suppression Rating Schedule, is to provide a tool to the insurance industry to measure quantitatively the major elements of a city's fire suppression system. Currently there are three basic areas considered within the Grading Schedule, all of which directly affect the measurement of fire suppression for the City:

- ***Receiving and Handling Fire Alarms*** *Pts.*
  - o *Emergency Telephone Lines* 2
  - o *Emergency Operators* 3
  - o *Dispatching* 5
  - ***Total*** ***10 points***
  
- ***The Fire Department*** *Pts.*
  - o *Engine companies* 10
  - o *Reserve Engine Companies* 1
  - o *Pumping Capacity* 5
  - o *Ladder/Service Companies* 5
  - o *Reserve lad/service comp.* 1
  - o *Distribution of companies* 4
  - o *Personnel Response* 15
  - o *Training* 9
  - ***Total*** ***50 points***

-	<b>Water Supply</b>	<b>Pts.</b>
o	Water supply	35
o	Type of hydrants	2
o	Hydrant Inspection	3
▪	<b>Total</b>	<b>40 points</b>

An evaluation and a measurement of these elements are then developed into a Public Protection Classification number on a relative scale of 1 to 10, with 10 being the less than the minimum recognized protection. The Public Protection Class number is important to the insurance industry to determine fire insurance premiums for both commercial and residential property. Therefore citizens can generally expect to pay lower property insurance premiums when their city's Public Protection Classification is improved. However, other factors, such as building construction, occupancy, exposure conditions, and special hazards, may also affect insurance rates.

The following provides an overview of the grading sheet utilized in determining a city's Public Protection Classification.

The Public Protection Class is based on the total percentage of credit as follows:

<i>Class</i>	<i>Percentage</i>
1	90.00 or more
2	80.00 to 89.99
3	70.00 to 79.99
<b>4</b>	<b>60.00 to 69.99</b>
5	50.00 to 59.99
6	40.00 to 49.99
7	30.00 to 39.00
8	20.00 to 29.99
9	10.00 to 19.99
10	00.00 to 09.99

The above classification has been developed for use in property insurance premium calculations only.

The City currently possesses a classification of four (4) within the Insurance Services Office (ISO) Public Fire Suppression Rating System, achieved in 1991. In 2002-2003 we received a survey from ISO after the survey had been completed and returned to ISO the City still received a class four (4) rating. At this time ISO did not come in to do a spot check of the City.

## Sec. 25-31. - Required parking.

- [a] Off-street parking is not required for uses permitted in that portion of the CBD district which is defined within the area as follows:  
South right-of-way line of Illinois Street on the north; eastern right-of-way line of Norfolk and Western Railroad on the west; west right-of-way line of High Street on the east; and north right-of-way line of Jefferson Street, on the south. However, in the CBD district, where construction of non-required off street parking is developed by an owner or developer, the design standards set herein shall apply.
- [b] In all other districts not located within the above-described area, the requirements for off-street parking which are in effect as of the effective date of this section shall continue to apply; provided, however, that after the date of this section, no building or structure shall be erected, constructed or moved, changed in use, nor physically altered so as to increase the floor area of such building or structure, nor shall the interior of any such building or structure be remodeled or renovated where the cost of renovation or remodeling is in excess of fifty (50) percent of the fair market value of such building or structure, unless there already is in existence upon the property, or unless provision is made for the location on the property concurrently with such erection, construction, moving, alteration, change in use, remodeling or renovation, off-street parking space on the basis of the minimum requirements contained herein as applied to the following use categories:
- [c] Tier parking areas (defined): Tier parking areas are those areas in Kirksville that are perceived to have greater or lesser percentages of student residences.  
Tier I areas are those areas near Truman State University, the Kirksville College of Osteopathic Medicine, and Northeast Regional Medical Center.  
The Tier II area is all lands located outside of the Tier I area.
- (1) Tier 1: An area within Kirksville bounded on the north along Jefferson Street, from Osteopathy Street to High Street, extended to the east/west alley north of Jefferson Street from High Street to Halliburton Street; along the rear lot lines on the east side of Halliburton Street on the east, LaHarpe Street to the south, and Baird Street to the west, and where Baird Street, if extended, would extend to intersect with LaHarpe Street to the south and Jefferson Street to the north, as indicated on the map following this section.

### Tier 1:

Single-family residential: Two (2) parking spaces per residence.

Duplex: two (2) parking spaces per unit, totaling four (4) parking spaces per duplex.

Multifamily residence:

Unit/size 500 square feet or less, with one (1) bedroom - one (1) parking space, per unit.

Unit/size over 500 square feet, one (1) bedroom - one (1) parking space for the first 500 square feet of apartment size, plus one (1) additional space for each 200 square foot area over 500 square feet; or

Two (2) parking spaces for each bedroom, for those units over one bedroom.

NOTE: In computing the required parking spaces for multi-family units the method that requires the greatest parking space number shall be used. In addition, if the calculation method used results in a fraction of a required parking space, then the product shall be rounded up to the next whole number.

Example 1:

A four unit apartment complex (4 plex) one bedroom units, with 600 square feet per unit:

Tier 1: By square foot method:

First 500 sq. ft. 1.0 space/unit x 4 units = 4 spaces

Next 200 sq. ft. increment 1.0 space/unit x 4 units = 4 spaces

Total = 8 spaces

By bedroom method: 1 bedroom, only square foot value applies.

Example 2:

An eight plex consisting of one bedroom apartments, 750 sq. ft. each.

Tier 1: By square foot method:

First 500 sq. ft. 1.0 space/unit x 8 units = 8 spaces

Next 200 sq. ft. 1.0 space/unit x 8 units = 8 spaces

Next 50 sq. ft. (or 200 sq. ft. increment) 1.0 space/unit x 8 units = 8 spaces

Total = 24 spaces

By bedroom method: 1 bedroom apartment, only square foot value applies.

Example 3:

An eight plex with two bedroom apartments, 600 sq. ft. per unit.

Tier 1: Square foot method:

First 500 sq.ft. 1.0 space/unit x 8 units 8 spaces

Next 100 sq. ft. 1.0 space/unit x 8 units 8 spaces

Total = 16 spaces

Bedroom method:

2 bedrooms x 8 units x 2 spaces/bedroom = 32 spaces

A total of 32 parking spaces are required.

*Tier II:*

Single-family residential: Two (2) parking spaces per residence.

Duplex: two (2) parking spaces for each unit, totaling four (4) spaces per duplex.

Multifamily residence:

Up to and including a six hundred square foot apartment with one bedroom will require one and one-fourth (1.25) parking spaces for each unit. In those cases where units have over 600 square feet per unit, they will require 0.75 parking space for each 300 square feet of area over the initial 600 square feet; or

One (1) parking space for each bedroom for units over one bedroom.

NOTE: As in Tier 1, in computing the required parking for multifamily units the method that requires the greatest parking space number shall be used. In addition, if the calculation method used results in a fraction of a required parking space, then the product shall be rounded up to the next whole number.

Example 1: A four unit apartment complex (4 plex) of one bedroom units, with 600 square feet per unit:

Tier II: By square foot method:

First 600 sq. ft. 1.25 space/unit x 4 units = 5 spaces

By bedroom method: 1 bedroom apartment, only square foot value applies.

Example 2:

An eight plex consisting of one bedroom apartments, 750 sq. ft. each.

Tier II: By square foot method:

First 600 sq. ft. 1.25 spaces/unit x 8 units 10 spaces

Next 150 sq. ft. 0.75 spaces/unit x 8 units 6 spaces

Total = 16 spaces

By bedroom method: 1 bedroom apartment, only square foot value applies.

Example 3:

An eight plex with two bedroom apartments, 600 sq. ft. per unit.

Tier II: Square foot method:

First 600 sq. ft. 1.25 space/unit x 8 units = 10 spaces

Bedroom method:

2 bedrooms/unit x 8 units x 1 space/bedroom = 16 spaces

A total of 16 parking spaces would be required.

- (d) Hotels: Hotels, including clubs, lodging houses, boarding houses, residence halls, motels, tourist and trailer camps and parks, and all other similar places offering short-term overnight accommodations, shall provide at least one (1) parking space for each employee and one (1) parking space for each guestroom. If assembly halls, bars, restaurants, nightclubs, retail shops or room for other shops, service establishments or businesses are provided, additional off-street parking spaces shall be required in accordance with the regulations set forth herein for such additional uses.
- (e) Fraternalities, sororities, and similar uses: One (1) parking space for each member of the organization living on the premises and one (1) parking space for each employee. In addition, where fraternalities, sororities, or similar uses have areas inside the main building or accessory to, for the purpose of meetings, social functions, etc., additional parking according to the maximum floor area allowances per occupant shall apply. The most current building code adopted by the city shall be used in determining occupant load. Once the occupant load is established, the parking requirement shall be one (1) parking space for each two (2) occupants as permitted.

In computing total parking requirements in cases where social and meeting areas exist, the additional number of spaces required for social functions, meetings, etc., may be reduced by fifty (50) of the number required for the residents in the main building.

Examples:

1.	20	—	member (resident) parking
	30	—	accessory, meeting area parking
therefore:	30		
less	-10	—	accessory, meeting area, parking
equal	20	—	(1/2) members parking
plus	+20	—	accessory required parking members

	equals	40	—	Total parking spaces
2.		30	—	member (resident) parking
		20	—	accessory, meeting area parking
	therefore:			
		20	—	accessory parking
	less	-15	—	(1/2) member parking
	equals	5	—	accessory parking
	plus	30	—	members
	equals	35	—	Total parking spaces

Note: In cases where the residing members required parking exceeds twice the accessory, meeting area required parking, there will be no additional parking required for the accessory, meeting area. However, in no case shall the required residing members parking be diminished.

- (f) Hospitals: Hospitals, including sanitariums, orphanages, convalescent homes, nursing homes, and all other similar institutions, shall provide at least one (1) parking space for each employee, staff member, administrative personnel, visiting doctors (one (1) space for every four (4) visiting doctors), and one (1) parking space for each patient bed. In determining the total number of spaces required, the greatest number of employees, staff, administrative personnel, visiting doctors, in any one (1) given shift, shall be used in determining the total number of parking spaces required.
- (g) Restaurants: Restaurants, including bars, taverns, nightclubs, lunch counters, diners and all other similar dining or drinking establishments shall provide at least one (1) parking space for each employee, and one (1) parking space for every four (4) seats provided for patron use.
- (h) Theaters: Theaters, including motion picture houses, shall provide at least one (1) parking space for each employee, and one (1) parking space for every two (2) seats provided for patron use.
- (i) Places of public assembly: Places of public assembly, including assembly halls, exhibition halls, convention halls, auditoriums, skating rinks, dance halls, bowling alleys, sports arenas, stadiums, gymnasiums, amusement parks, race tracks, fairgrounds, churches, funeral homes, mortuaries, community centers, student centers, libraries, museums, private clubs, lodges and all other places of public assembly, shall provide at least one (1) parking space for each employee, and one (1) parking space for every two (2) seats provided for patron use.
- (j) Retail establishments: Retail establishments, including all retail stores, any retail business, banks, other financial and lending institution's, personal service shops, equipment or repair shops, gasoline or other motor fuel stations or motor vehicle sales or repair establishments, shall provide at least one (1) parking space for each employee on the largest shift, and one (1) parking space for every four hundred (400) square feet of gross building area. The minimum parking requirement for retail establishments shall be at least four (4) parking spaces.
- (k) Office buildings: Office buildings, including commercial, government and professional buildings, and medical and dental clinics, shall provide at least one (1) parking space for each employee on the largest shift, and one (1) parking space for every four hundred (400) square feet of gross building area. The minimum parking requirement for office buildings shall be four (4) parking spaces.
- (l) Wholesale manufacturing and industrial plants: Wholesale manufacturing and industrial plants, including warehouses, storage buildings, and yards, public utility buildings, contractor equipment and lumberyards, research laboratories, business service establishments, such as blueprinting and engraving, soft drink bottling establishments, fabricating plants and all other structures devoted to similar mercantile or industrial pursuits, shall provide at least one (1) parking space for each employee in the shift with the greatest number of employees, and one (1) parking space for every two hundred (200) square feet of area accessible to patrons. For buildings used for storage purposes only, where there is no additional personnel hired for their operation, a minimum of two (2) parking spaces shall be required.
- (m) Terminal facilities: Terminal facilities, including airports, railroad passenger and freight stations, bus depots, truck terminals and all other similar facilities, shall provide at least one (1) parking space for each employee, and one (1) parking space for every two hundred (200) square feet of area accessible to patrons.
- (n) Schools: Schools, including academies, colleges, universities, elementary schools, junior high schools, high schools, prep schools and all other similar institutions of learning, shall provide at least one (1) parking space for each employee in the shift with the greatest number of employees, and one (1) parking space for every three (3) students sixteen (16) years of age or older.

All uses please note: In determining total parking requirements for uses other than a specific use group previously regulated in this section and shift work is the mode of operation, the shift having the greatest number of employees shall be considered.

(Ord. No. 10904, 3-19-90; Ord. No. 11029, § 4, 4-6-92; Ord. No. 11296, 6-16-97)