



TITLE: Ancillary Office within a Multi-Use Business and Parking Calculations in the LM Zone

POLICY NUMBER: 1-06

EFFECTIVE DATE: 3/22/2017

PAGES: 2

ENABLING ACTIONS:

REVISED DATES:

APPROVED:

PURPOSE

Recognizing the evolving nature of business models and the inclusion of office uses within spaces associated with multi-use businesses, the Town enacts this Policy to provide a definition for ancillary office use within a multi-use business and a calculation method for parking requirements for multi-use businesses in the LM zone. This Policy and parking calculation method applies to those businesses with multiple uses (i.e. warehouse, retail, and office) within one tenant space.

SCOPE

This Policy applies to all commercial properties in the LM zone.

POLICY

Multi-use businesses located within the LM zone may, in addition to the primary permitted use(s), include ancillary office space associated with the primary permitted use(s); and may calculate required parking spaces based on the square footage allocated to each use contained within the tenant space, consistent with the definitions contained in this Policy.

PROCEDURES

Ancillary Office

For the purpose of this Policy, ancillary office within multi-use businesses is defined as office use which comprises less than 50 percent of the total tenant space square footage, and operates in conjunction with and is complementary to the primary permitted use(s).

Multi-Use Business

For the purpose of this Policy, multi-use business means a single business entity operating a single business, or multiple associated businesses that include multiple uses permitted in the LM zone.

For example, a furniture business that warehouses its own products, offers wholesale items as well as retail sales direct to the end user, and may offer minimal design services.

Calculation of Required Parking

The number of required parking spaces is to be determined pursuant to the applicable sections of the Town Code for each type of use, and the total square footage dedicated to each use, contained within a multi-use tenant space.

For example, a 1,000 square foot multi-use business with ancillary office occupying 25 percent, retail at 15 percent, and warehouse occupying 60 percent would be required to provide parking at an office rate for 250 square feet, retail rate for 150 square feet, and at a warehouse rate for 600 square feet, per the parking requirements set forth in the Town Code.

APPROVED AS TO FORM:



Robert Schultz, Town Attorney