

Article 11

PARKING and LOADING REGULATIONS

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Section 11.010. Vehicle parking; when required.

- A. At the time of the establishment of any new use, changed use increasing parking requirements, erection of any building, site plan approval, or at the time any principal building is enlarged or increased in capacity by adding dwelling units, guest rooms, seats or floor area, there shall be provided permanent vehicle parking spaces improved with an asphalt or concrete surface in accordance with the requirements of this Article.
- B. The parking spaces may be provided both in an off-street parking lot and as parallel or other approved parking along streets that are internal to a development. Parking in the public right-of-way, if available, shall not count toward satisfying the requirements of this Article.

Section 11.020. Requirements; how calculated.

- A. Required Parking Spaces. Parking requirement calculations shall be based on gross square footage of each land use type, unless otherwise specified. Except as may be established by an approved Alternate Parking Plan approved pursuant to Section 11.040, parking spaces shall be provided in not less than the number of spaces (rounded up to the next whole number) necessary to address the applicable use as set forth on Table 11-1 "Minimum Parking Guidelines, By Use." Developments containing two or more of the uses listed on the table shall provide the combined number of spaces required for each use, except as may be reduced under Shared Parking, Section 11.040.C.

Required additional off-street parking spaces for enlarged or expanded uses or buildings shall be calculated based only the increased use or building, provided that in all cases the number of off-street parking spaces provided for the entire use (preexisting + expansion) must equal at least seventy-five percent (75%) of the minimum ratio established in Table 11-1 "Minimum Parking Guidelines, By Use." In cases of expansion to parking areas, gravel lots anywhere on the site shall be upgraded to an asphalt or concrete surface.

- B. Calculation of Required Spaces. For purposes of calculations set forth in Table 11-1, the following terms and methods shall govern:
 - 1. Gross Leasable Area ("GLA") shall be determined by the total area in Square Feet ("SF") of all floors intended for occupancy and the exclusive use of tenants, specifically excluding public or common areas such as utility rooms, stairwells, enclosed malls and interior hallways; Gross Floor Area ("GFA") is determined by the total area in square feet of all floors, measured between the exterior walls of a building.
 - 2. Parking requirements based on employees or capacity calculations shall be based on the largest number of persons working on any single shift or the maximum fire-rated ICC occupant load, whichever is applicable and results in the greater number of spaces.
 - 3. Parking requirements for churches, theaters or other similar assembly uses shall be based on a ratio of 1 parking space required for each 2.5 seats permanently and/or temporarily placed for the largest aggregate assembly or assemblies on-site. If seating is horizontal, as with a pew, one seat is measured as thirty (30) horizontal inches.

4. The required number of stacking spaces for drive-thru establishments shall include the automobile already located at the window, teller, bay, or other applicable drive-thru structure.

Table 11-1: Minimum Parking Requirements, By Use		
Use	Number of Parking Spaces:	Required for Each:
RESIDENTIAL		
Single-Family Residence, attached and detached; includes mobile and modular homes.	2	Dwelling Unit
Two-Family Residence	2	Dwelling Unit
Multi-Family Residence	2	Dwelling Unit
Retirement Facility	1	Bed
Group Quarters: Fraternity & Sorority Houses, Dormitories, etc.	1 1	Room to be rented; plus per 2 employees
COMMERCIAL		
Offices: <ul style="list-style-type: none"> • General and professional offices, insurance and real estate offices • Medical and Dental 	4 4.5	1,000 GFA 1,000 GFA, or 4 per doctor + 1 per each additional employee, whichever is greater
Hotel or Motel: <ul style="list-style-type: none"> • Convention hotel or a motel with a restaurant or lounge. • Nonconvention hotel or a motel with no restaurant or lounge. 	1.5 2 1 2	Room plus; for 3 employees Room plus; for 3 employees
Banks	4 4	1,000 GFA, plus Stacking spaces for each bank teller drive thru window or ATM machine
Funeral Home	35 1	Per Viewing Room, or 4 seats, whichever is greater

Table 11-1: Minimum Parking Requirements, By Use

Use	Number of Parking Spaces:	Required for Each:
Daycare Center	1	400 GFA, or Per each employee, or For each 6 children, whichever is greater. * Additional Requirement - A Daycare requires an unobstructed pick up area to include either a minimum of 2 dedicated spaces, a pull off lane, or other dedicated pick-up area, in addition to a safe pedestrian walkway
	2	
	1	
Movie Theater	1	2.5 seats
Service Station, Gas Station, Auto Repair Shop or Garage, Convenience Store, or Car Wash	3	Service bay, plus
	1	Fueling position, plus
	4	1,000 GFA of retail space, plus
	5	Stacking spaces per automatic car wash bay, plus
	4	Stacking spaces per self-service car wash bay
Automobile, Truck, Recreation Vehicle, Manufactured Home or Utility Structure Sales	3	1,000 SF of indoor sales area, plus
	1	2,500 SF of outdoor display, plus
	3	Service bay
Custom Service Restaurant:	9	1,000 GFA
Fast Food Restaurant	9	1,000 GFA, or
	1	For each 2 seat plus 2 for every 3 employees, whichever is greater, plus
	8	Stacking spaces for each drive-thru lane
Tavern/Bar/Nightclub	10	1,000 GFA, or
	1	3- person capacity based on ICC occupant load, whatever combination is greatest, plus
	2	Each 3 employees, whichever is greater
Bowling Center	4.5	Lane
Amusement Parlor, Recreational Attraction, Roller Skating or Ice Skating Rink	10	1,000 GFA
Major Entertainment Event (not otherwise defined)	1	3-person capacity based on ICC occupant load
Golf Course or Country Club	2	Hole, plus
	1	2 employees
Golf Driving Range	2	Tee
Miniature Golf	2	Hole

Table 11-1: Minimum Parking Requirements, By Use

Use	Number of Parking Spaces:	Required for Each:
Health Club or Fitness Center	4.5	1,000 GFA
General Retail	4	1,000 GFA
Supermarket	4	1,000 GFA
Furniture or Carpet Store	3 2	1,000 GFA of showroom space, plus For each 3 employees
Building Supplies, Brick or Lumber Yard	2 1	1,000 SF of indoor sales area, plus 2,500 SF of outdoor display
Mini-warehouse	4 1	1,000 SF of office space, 5 storage units in an interior space
Retail Sales Area or Service establishments not listed above	4 3	1,000 GFA, plus Stacking spaces minimum, for any retail or service use with a drive-up facility
INDUSTRIAL - INCLUDING STORAGE, WHOLESALE AND MANUFACTURING		
Wholesale Warehouse, Office-Warehouse, Manufacturing Warehouse, Transfer and Storage	2.5 1	1,000 SF of office space, plus per each employee
Open storage of sand, gravel, petroleum, etc.	1 1	2,500 SF of outdoor sales area, or per 3 employees
INSTITUTIONAL AND OTHER		
Hospital	2	Bed +1 for each doctor and employee.
Auditoriums, churches, theaters, stadiums, and other places of assembly	1 1	2.5 seats, or 3- person capacity based on ICC occupant load, whatever combination is greatest Note: See Section 11.020.B.3
College (instructional space)	10	Classroom
Technical College, Trade School	10	Per Classroom
Senior High Schools	6	Per Classroom, plus 1 space per employee
Elementary & Jr. High Schools	2 1	Per Classroom, or 1 per employee, OR Per 2 seats in the gym, individually or as measured on horizontal benches at 30", whichever is greater.
Civic Clubs, Cultural Facilities, Fraternal Lodges, etc.	5	1,000 GFA, or 1 space per 3 person capacity based on ICC occupant load, whatever combination is greatest

Section 11.030. Unlisted Uses

Upon receiving a development application for a use not specifically listed in the off-street parking table organized by use, the Director shall apply the off-street parking standard specified for the listed use that is deemed most similar to the proposed use unless an Alternate Parking Plan is approved.

Section 11.040. Alternate Parking Plan

- A. The parking requirements established in this Chapter may be modified by the City Council pursuant to an Alternate Parking Plan, which shall include a detailed site plan satisfying the minimum requirements of Article 3, Site Plans, and reflecting the parking areas, parking space dimensions, driving aisles, access ways, and associated landscaping. An Alternate Parking Plan may be approved only upon evidence supported by a parking study that the circumstances justify modification, satisfy the objectives of this Article, and are in the public interest. A parking study must include estimates of parking demand based on recommendations of an IC registered P.E. experienced in parking studies provided by the Institute of Transportation Engineers (ITE), or other acceptable estimates as approved by the Director and should include other reliable data collected from uses or combinations of uses that are the same as or comparable with the proposed use. Comparability will be determined by density, scale, bulk, area, type of activity, and location. The study must document the source of data used to develop the recommendations. An Alternate Parking Plan may be subject to any appropriate conditions determined by the City Council to be necessary to fully mitigate the impact of any modification.
- B. Off-Street Parking Reductions for Large Developments.

In order to prevent the establishment of a greater number of parking spaces than actually needed to meet the particular needs of large developments of over 150,000 square feet of gross floor area, a reduction in the number of required off-street parking spaces may be permitted by the Director. Reduction shall be permitted subject to the following conditions:

1. Maximum Reduction

A maximum reduction of 1 parking space per every 1,000 square feet of gross floor area or 20 percent of the total spaces required (whichever is the lesser reduction) may be permitted. The site plan shall indicate the location and dimensions of the parking area provided.

2. Reservation

Sufficient area shall be reserved to accommodate the total number of off-street parking spaces otherwise required by this section. The purpose of this reservation is to ensure adequate area is available to meet any future need for additional parking spaces. The reserved area shall be located on the same site and noted on the site plan. The reserved parking area shall not include areas for required landscaping, setbacks, or areas that would otherwise be unusable for parking due to the physical characteristics of the land or the requirements of this Ordinance. Any uses being requesting and approved for a parking reserve shall have an annual occupancy inspection performed to determine continued compliance with this section.

3. Installation of Additional Spaces

The Director shall be authorized to require that the developer install additional parking spaces, up to the total number otherwise required by this section, if the Director determines that at their sole cost additional parking spaces set aside in the reserve area are necessary to satisfy the off-street parking needs of the use at anytime in the future.

C. Guidelines; shared parking.

Required parking spaces shall be provided for and assigned to each use, except for "Shared Parking" which may be approved subject to each of the following requirements:

1. Parking spaces that are proposed for shared parking among two or more uses must be clearly available to each use and not appear in any way to be serving a particular use, either through signage dedicating the spaces or through design techniques that would tend to orient use of the spaces to a particular business or building;
2. Sites used for Shared Parking shall be in common ownership with the uses or consist of not more than two contiguous parcel within or adjacent to such uses and subject to a shared access and a written joint-maintenance agreement binding and benefiting each proposed use, as approved by the Director. The approved agreement shall be recorded and a copy supplied to the Director. Any uses requesting and approved for a parking reserve shall have an annual occupancy inspection performed to determine continued compliance with this Section;
3. All Shared Parking spaces on the site(s) shall comply with the minimum requirements for dimensions required in this Article;
4. The application of shared parking shall not reduce the total parking spaces provided to the combined uses to less than 50% of what would have been required for the combined uses without application of shared parking.

Section 11.050. Guidelines; Downtown District parking.

A. Downtown District defined.

For purposes of this Section, "Downtown District" shall mean the "Downtown District" zoning classification as established in this Code, or such other districts as established for use or authorized in the Downtown Planning Sub-area of the City Comprehensive Plan.

B. Residential uses.

No on-site vehicle parking shall be required for existing or re-developed second story dwelling units located within existing buildings in the Downtown District. For construction of a new building with more than two (2) dwelling units, parking shall be provided on-site for the property at the rate of one and one-quarter 1.25 spaces per dwelling unit (rounded up to the nearest whole number of spaces).

C. Nonresidential uses.

1. Vehicle parking.

- a. In the Downtown District, the vehicle parking space number requirements of this Article for nonresidential uses shall apply only to the net increase in floor area or use intensity created by new construction or building expansion. For any increase in parking required through new construction or expansion of existing non-

residential buildings, the applicant must submit a parking study per this Code to determine the number of parking spaces to be required on-site.

- b. Any existing vehicle parking spaces that are eliminated by new construction or expansion must be replaced by that business or use, unless such spaces are in excess of the total requirements for that business or use being served, and are in the same ownership.

2. Loading.

In the Downtown District, uses that prefer to provide loading from the street may have the option of applying for a permit for a curb loading zone as provided for by the City.

Section 11.060. Dedication to parking use.

Parking spaces provided to meet the minimum requirements of this Article, along with the aisles and driveways necessary to provide access to those spaces, shall not be used for any other purpose than the temporary vehicle parking unless a Special Event Permit is obtained pursuant to this Code which specifically provides that parking spaces may be used or occupied by the temporary event. Specifically, no such parking area may be used for the sale of vehicles or for the sale, display or storage of equipment, goods, materials or supplies without a Special Event Permit. No repair, dismantling or servicing of any vehicles is permitted unless authorized as part of the permitted use of the property. Unless otherwise approved by zoning or permit, parking areas shall not be used for overnight parking of trucks, recreational vehicles, or occupied vehicles.

Section 11.070. Proximity of vehicle parking spaces to use.

A. Off-site parking.

1. Parking spaces shall be located on the same property containing the use for which they are required unless specifically authorized by variance of the City Council. In the event a parking variance is received the following shall in all cases apply: (1) the parking must be provided on a property with the same zoning classification as the property that the spaces serve, or a less restrictive zoning classification; and (2) no required parking spaces may be located across any State or US highway from the use they are intended to serve; (3) off-property variances may be granted up to 200' feet away in SR, MR, MH, or B-1, or B-2 districts or within 500 feet in Ag or Industrial districts.
2. Existing buildings in the downtown business district may satisfy their parking space number requirement if their front door is within 500' of a municipal parking lot.

Section 11.080. Requirements for design of parking lots.

The provisions of this Section apply to all vehicle parking spaces and parking areas, whether the parking meets or exceeds the number of spaces established in this Article to serve a particular use or the parking lot is operated as a principal use on a property and not dedicated to serving a particular use.

A. Orientation to street.

Except for parcels of land devoted to one-family, two-family or townhouse residential uses, all areas devoted to vehicle parking shall be so designed and be of such size that no vehicle is required to back into a public street to obtain access.

B. Vehicle parking spaces.

1. No parking spaces shall be accessible from an access driveway within the first twenty (20) feet of the driveway back from the street right-of-way line.
2. Every parking space shall provide a useable rectangular area at least ten (10) feet wide by nineteen (19) feet long. Access aisles shall not encroach into this minimum rectangular area. Every parking space shall be clearly demarcated by lines painted on or otherwise applied to the parking lot surface. Full parking modules shall be 62' in width (19'+24'+19'=62').

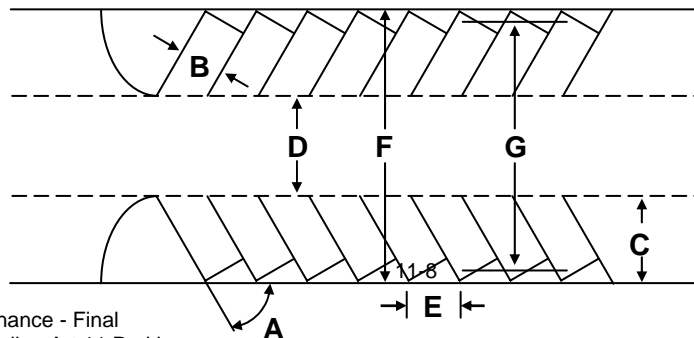
C. Access and circulation.

1. Access aisles in parking lots and other parking space dimensions shall conform to Table 11-2.
2. Ingress and egress to parking areas shall be by means of paved driveways from the adjoining street. The minimum width of driveways for ingress and egress shall be the same as those specified above for aisles. Driveway width, for the purpose of this section, shall include only the pavement and not the curbs and gutters.
3. The distance of a parking area entrance drive from the intersection of two streets, and the distance between curb cuts, shall be based on the street design standards set forth in a policy memorandum on file with the Director. All measurements shall be taken along the right-of-way lines.

**Table 11-2
Parking Table**

Parking Angle (A)	Stall Width (B)	Stall Curb to (C)	Aisle Width* (D)	Curb Length (E)	Curb Curb to (F)	Center to Center (G)
60 °	10.0'	20.8'	16.0'	11.2'	57.6'	53.3'
75 °	10.0'	21.0'	20.0'	10.4'	62.0'	59.2'
90 °	10.0'	19.0'	24.0'	10.0'	62.0'	----

* Aisle width is one-way travel for angled parking



D. Lighting of parking areas.

Any lights used to illuminate the parking area shall be arranged, located or screened to direct light away from any adjoining residential use so as to not cause glare or excessive light spillover. Lighting in parking areas shall meet the minimum requirements of the City's lighting code.

E. Improvement of parking areas.

1. Surfacing and curbing.

- a. All vehicle parking areas and all access drives shall be improved with a permanent dust-free surface consisting of a minimum of a 6-inch rolled stone base overlaid with a 2 or more inch asphalt surface, or a 4-inch asphalt base overlaid with a 2 inch asphalt surface. Concrete parking areas and driving aisles shall be a minimum of 6" in thickness.
- b. In the Industrial Zoning Districts, the following alternative surface will be allowed in areas limited to vehicle, material, and equipment storage areas, except areas specifically used for loading and unloading: a 6-inch rolled stone base, sealed with a bituminous seal. The sealer is to be covered with a dust-free chipped rock surface of sufficient depth to prevent pick-up of the sealer coat by vehicle tires, at least 3/8-inches thick.
- c. All vehicle parking areas and all access drives in office, commercial, and industrial zoning districts shall have a boundary constructed of vertical concrete curbing (Type CG-1) or an integral concrete sidewalk and curb with a vertical face.

2. Maintenance.

Vehicle parking areas shall be maintained in proper repair with a dust-free surface.

3. Drainage facilities.

For any use that will require a parking area to be newly constructed, added to, or altered so as to affect drainage either on or off the site, as determined by the Director, storm water drainage plans, including grading plans, shall be submitted to and approved by the Director, prior to the issuance of a building permit or certificate of occupancy. Appropriate detention/retention may be required in accordance with the land development and storm water drainage requirements of the City.

4. Permit required.

No person shall initiate construction of a new parking lot or expansion of an existing parking lot, without first obtaining a permit from the Director. Application for a permit shall be made upon the form provided and shall be accompanied by such information, plans and specifications as may be required. A permit shall not be required for resurfacing an existing parking area unless major reconstruction of the surface and base are required which may indicate subsurface deficiencies needing to be addressed by upgraded design standards.; and a permit shall not be required for construction or alteration of customary driveways for single-family and two-family residential dwellings unless construction shall occur in the public right-of-way and cause the sidewalk and/or curb to be modified.

5. Time limit.

All required vehicle parking areas shall be ready for use, including the above surfacing requirement, before the issuance of a Certificate of Occupancy (in the case of a new building or addition) . Relief from the time limitations of this paragraph may be granted by the Director due only to adverse weather conditions. In the event such relief is granted, a letter of credit or performance bond shall be required to be posted in accordance with the requirements of the City.

Section 11.090. Lighting

Illumination levels shall be measured with a photoelectric photometer having a spectral response similar to that of the human eye, following the standard spectral luminous efficiency curve adopted by the International Commission on Illumination. All outdoor lighting shall comply with the following standards;

- A. All illumination structures, except for approved street lights, shall be shaded, shielded, or directed to prevent direct light from being cast upon any adjacent property or public right-of-way and to prevent glare or other objectionable problems to surrounding areas.
- B. No light fixture shall have any blinking, flashing, or fluttering lights or other illuminating device which has a changing light intensity, brightness, or color, nor shall any beacon or spot lights be permitted.
- C. Neither the direct, nor reflected light from any light fixture shall create a disabling glare causing traffic hazards to motor vehicle operators on public roadways.
- D. Any non-residential off-street parking or loading area in use at night shall contain a system of lighting to provide an adequate standard of at least one foot-candle of illumination over the area of the parking area to be used.
- E. Lighting shall be designed so as not to create more than one foot-candle of illumination at any residentially zoned property boundary, or more than five foot-candles at any commercially zoned property boundary.
- F. Light fixtures used to illuminate objects mounted on a pole, platform, or pedestal shall not use a spotlight that will extend beyond the illuminated object. Uplighting of these structures shall cease after 11:00 PM, except for uplighting of the American Flag, or unless otherwise regulated.
- G. All parking area lighting shall be located within a landscaped area or island.
- H. All exposed portion of pedestals or platforms on which parking lighting may be mounted shall be designed with an approved decorative material or finish so as to eliminate exposed concrete finish appearance. All other outdoor light fixtures lawfully installed prior to and operable on the effective date of this ordinance are exempt from all requirements unless:
 - 1. Existing outdoor lighting fixtures are replaced, removed, or reinstalled; or
 - 2. Existing outdoor lighting systems are judged to be a nuisance due to excessive, objectionable light emission as assessed by the Director; or if the emissions cause unsafe or hazardous conditions. Upon notice by the Director, the owner of such lighting system will have 30 days to comply with the provisions as set forth in this section. A 30 day extension may be granted by the Director.

3. The Director may require a special inspection to ascertain compliance with this ordinance.

Section 11.100. Parking Lot Landscaping Standards

Parking lot landscaping shall be provided within any parking lot designed or intended to accommodate five (5) cars or more, in accordance with the following.

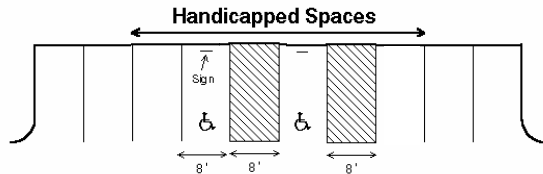
- A. Type of tree and method of installation shall be consistent with the requirements of Section 5 of the City's Subdivision and Land Development Ordinance and Manual.
- B. All planting areas within a parking lot or vehicular use area shall be curbed with a minimum six (6)-inch high rolled or vertical concrete curbs.
- C. Landscaping islands and tree planting areas shall be well drained and contain suitable soil and irrigation characteristics for the planting materials they contain; in ground irrigation systems may be required as determined by the City Council.
- D. Landscape islands:
 1. Single Island: There shall be an island with a minimum landscape width of seven (7) feet and a minimum area of one-hundred and twenty (120) square feet, placed at the ends of a single row of parking, each containing at least one deciduous tree. The island shall contain a minimum of one deciduous tree and one shrub and include grass, or ground cover, except for those areas that are mulched.
 2. Double Island: There shall be a double island of two-hundred and forty (240) square feet placed at the ends of double row of parking. Two (2) deciduous trees and 2 shrubs are required per double landscape island.
 3. Parking rows shall be interrupted by an intermediary landscaped island every 20 contiguous, side by side spaces, with the island meeting the minimum landscape width, area, and tree count as identified in items 1 and 2 above
 4. For every five parking modules (62' min per module) included in a site, a 7' wide landscaped median shall be required, for the length of a centrally located row to visually break up and segment expansive parking lots. A deciduous tree shall be planted at intervals of fifty (50) feet
- E. All parking lots containing more than 5 parking spaces shall be screened from public streets and sidewalks, public open spaces, and adjacent properties by complying with one of the following perimeter landscaping options or an alternative compliance plan which has been approved pursuant to Section 13.100;
 1. The outside perimeter of all parking areas and drive aisles shall include a landscaped area seven (7) feet in width. One tree selected from the City's list of acceptable street trees or as otherwise approved by the City, shall be planted every 50' on center within the landscape perimeter. When a parking lot tree planting strip abuts a public right-of-way containing an existing or proposed street tree planting area, the City may grant an exception on a case by case basis if it is determined that a duplication may occur; or

2. A minimum five (5) foot wide perimeter-landscaped area with ornamental fencing, masonry wall or opaque hedge and an approved street tree planted every 50 feet. A two foot car overhang area shall be provided in any planting area adjacent to parking stalls.
- F. All landscape areas required by this ordinance are to be maintained in good condition in a manner consistent with the plan approved for the site.

Section 11.110. Handicap accessible parking spaces.

The below requirements pertain only to the dimensions, slope, and number of handicap accessible parking spaces. They are for reference only. All handicapped parking shall comply with the requirements of the most current Illinois Accessibility Code.

- A. Handicap accessible parking spaces shall be sixteen (16) feet wide, consisting of an eight (8) foot wide space adjacent to an eight (8) foot wide aisle. Handicapped parking space aisles shall be clearly demarcated by diagonal lines painted on or otherwise applied to the parking lot surface.



- B. Handicap accessible parking spaces shall be located on a surface with a slope not exceeding one (1) foot vertical in fifty (50) feet horizontal, or 2%.
- C. Handicap accessible spaces shall be provided in each parking lot in the following ratio to the total number of spaces required for the use:

Table 11-3 Handicap Accessible Spaces Required (From Illinois Accessibility Code)	
Spaces Required for Use	Minimum Number of Handicapped Spaces
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8

Table 11-3 Handicap Accessible Spaces Required (From Illinois Accessibility Code)	
Spaces Required for Use	Minimum Number of Handicapped Spaces
401 to 500	9
501 to 1,000	2% of total
1,001 and over	20, plus 1 for each 100 over 1,000

D. Method of Computation. Handicap accessible parking spaces shall be counted as part of the total number of parking spaces required by this Article.

1. All handicapped parking shall comply with the requirements of the most current version of the Illinois Accessibility Code.

Section 11.120. Loading.

Any business or industrial building, hospital, institution, or hotel hereafter constructed, reconstructed, or expanded, in any zoning district, shall provide adequate vehicle facilities for the loading and unloading of merchandise and goods within or adjacent to the building. Such loading facilities, if provided, shall not obstruct freedom of vehicular traffic or pedestrian movement on the public streets, sidewalks or alleys.