

OFF-STREET PARKING AREAS SPECIFICATIONS AND STANDARDS



MIDDLETON, WISCONSIN

AS ADOPTED BY THE COMMON COUNCIL ON APRIL 1, 1986

AMENDED: SEPTEMBER, 2007

Off-Street Parking Areas: Specifications and Standards

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Off-Street Parking Areas: Specifications and Standards

INTRODUCTION

The purpose and intent of these requirements is to assemble the minimum parking area requirements into one publication which is easy to administer. The requirements include requirements on the minimum number of required spaces, size and layout of parking areas, handicap parking requirements, and landscaping. The landscaping requirements have been reduced to a single worksheet which the Zoning Administrator may use in assisting applicants in achieving compliance. The worksheet is included in the appendix.

Compliance with these standards and specifications meets the minimum requirement of the City of Middleton Zoning Ordinance Section 10.105. Compliance will also fulfill the requirements of Wisconsin Statutes ss. 346.503 with respect to parking spaces for vehicles displaying special registration plates or special identification cards.

The parking area landscaping requirements do not supercede or replace the design requirements of the City of Middleton Zoning Ordinance Section 10.99. Additional landscaping may be required of applicants under the provisions of Section 10.99

These standards shall apply and be enforced under the following conditions:

1. The landscape standards shall be applied to parking lots for four or more vehicles.
2. Existing parking lots for four or more vehicles serving a rebuilt or renovated building or building undergoing an addition that will increase the estimated market value of the building and/or the gross floor area of the building by more than 50%.
3. Additions to existing parking lots shall be governed by the following:
 - a. If an existing parking lot is increased in gross area (paved) by 50% or more, the entire parking lot shall comply with the requirements contained herein.
 - b. If an existing parking lot is increased in gross area (paved) by less than 50%, only that portion of the parking lot that is added shall be required to conform to the requirements herein.
 - c. Development in stages. Percentage requirements established in (a) and (b) above shall apply to the accumulative sum of all additions undertaken after March 1, 1986.
 - d. Two or more parking areas interconnected by on-site vehicular circulation are treated as one lot as are unconnected parking areas when separations (unpaved) between them are less than 20 feet in width. Unconnected parking areas with a separation of 20 feet or more shall be considered separate parking lots.

A. CHECKLIST OF MATERIALS TO BE SUBMITTED FOR REVIEW OF PARKING AREAS

The following items must be indicated, located and dimensioned on the plans for parking areas for four (4) or more spaces before building permits will be issued. All plans shall be scaled drawings at 1"=20' or larger. The applicant shall provide three (3) copies of all plan sets.

1. Property lines, existing and proposed structures, parking surfaces, and existing and proposed vegetation. Landscape elements and trees should be drawn to the scale equal to their growth within five (5) years of construction.
2. Width of abutting right-of-way, roadways and terraces.
3. Location of driveway approaches – existing, proposed and adjoining.
4. Proposed driveway radii.
5. Type of surface – driveway approach, driveway and parking lot.
6. Proposed routing of motor vehicles entering and leaving.
7. Proposed treatment of right-of-way area adjacent to or between approaches.
8. Rate of slope or grade of approaches and driveways.
9. Utility poles, fire hydrants, trees or other structures to be moved.
10. Means of separation between parking lot and sidewalk.
11. Number, arrangement and size of parking stalls.
12. Proposed parking facility lighting including location, pole height, type of luminaire and manufacturer's specifications.
13. Indicated elevation of existing site to City datum. Elevations to be spotted at twenty-five (25) feet intervals or one (1) foot contours.
14. Location, elevation and size of available storm sewers. If no storm sewers are available, the owner is to include the elevations of the top of curb.
15. If the street is unimproved, the plot plan is to indicate the location and elevation of the drainage ditches abutting the site and proposed street centerline elevation.
16. Proposed method of drainage including the following:
 - a. Proposed finished elevations of parking lot, including direction of drainage and elevations of proposed gutters or swales.
 - b. Elevations, location and size of inlets, catch basin and storm sewers to be constructed in conjunction with this project.

B. SCHEDULE OF MINIMUM REQUIRED NUMBER OF OFF-STREET PARKING SPACES.

Accessory off-street parking spaces shall be provided as set forth in the following standards.

1. Residential Uses

Number of Required Parking Spaces per Lodging Room or Dwelling Unit

Lodging Room	Efficiency Unit	One Bedroom Unit	Two Bedroom Unit	Three or More Bedroom Unit
1.00	1.00	1.50	2.00	2.00

2. Commercial Uses

- a) The following commercial uses shall provide one parking space for each three hundred (300) square feet of gross floor area.
 - Banks and Financial Institutions
 - Business and Professional Offices
 - Medical, Dental and Optical Clinics
 - Retail Stores and Service Uses (except for retail stores and service uses specifically mentioned elsewhere in this section.)
- b) Automotive sales, service and repair businesses shall provide four (4) parking spaces plus one (1) additional space for each five hundred (500) square feet of floor area over the first one thousand (1,000) square feet.
- c) Restaurants, cafes, bars, taverns, and night clubs shall provide at least one (1) parking space for each three (3) seats based on capacity design or where there is no design layout, one (1) space for each thirty-five (35) square feet of gross floor area.
- d) Motels, hotels, bed and breakfast establishments and other facilities for transient overnight accommodations shall require one space for each lodging room and/or dwelling unit plus one (1) additional space for each eight (8) units.
- e) Undertaking establishments and funeral parlors shall provide eight (8) parking spaces for each chapel or parlor, plus one parking space for each funeral vehicle stored on the premise.

3. Community Service, Institutional and Governmental Uses

- a) Libraries, art galleries and museums shall provide one space for each eight hundred (800) square feet of gross floor area.
- b) Schools- Elementary and Junior High Schools shall provide at least one and one-half (1 ½) parking space for each classroom, plus one (1) additional space for each one hundred (100) students.
- c) Schools - High School, Vocational and College shall provide one (1) parking space for each ten (10) students, plus one (1) additional space for each two (2) classrooms.
- d) Churches, synagogues, or other religious meeting places shall provide one parking space for each five (5) seats in the main sanctuary or meeting area. Where seats are not fixed, each seven (7) square feet of gross area usable for seating in the main meeting area shall be considered equivalent to one seat.
- e) Places of assembly, recreation, entertainment and amusement including, but not limited to, bowling alleys, swimming pools, skating rinks, gymnasiums, racquetball and tennis clubs, community centers, and dance halls shall provide parking spaces equivalent to 100% of the maximum capacity of the facility as determined by the state building codes. Adjustments may

be granted under the provisions of Section G where the applicant can demonstrate that a lesser number of spaces would meet the needs of the facility.

4. Industrial Uses

The following industrial and non-retail sales and service uses shall provide a minimum of four (4) spaces or one parking space for each full-time equivalent employee during the peak work shift, plus one space for each vehicle owned by the business and stored at the site and one visitor parking space for each 500 square feet of office space or sales floor area open to the public, whichever is greater.

- Plants, factories, or other facilities for the manufacture, fabrication, assembly or processing of material to be sold.
- Storage and Warehousing Establishments
- Research and Development Facilities
- Motor Freight Terminals
- Wholesale Establishments

Note: Section G of these standards and specifications provides that adjustments in the minimum number of spaces may be authorized by the Planning Commission where the applicant can document shared facility arrangements with neighboring uses or where there are documented shared-ride or carpooling programs.

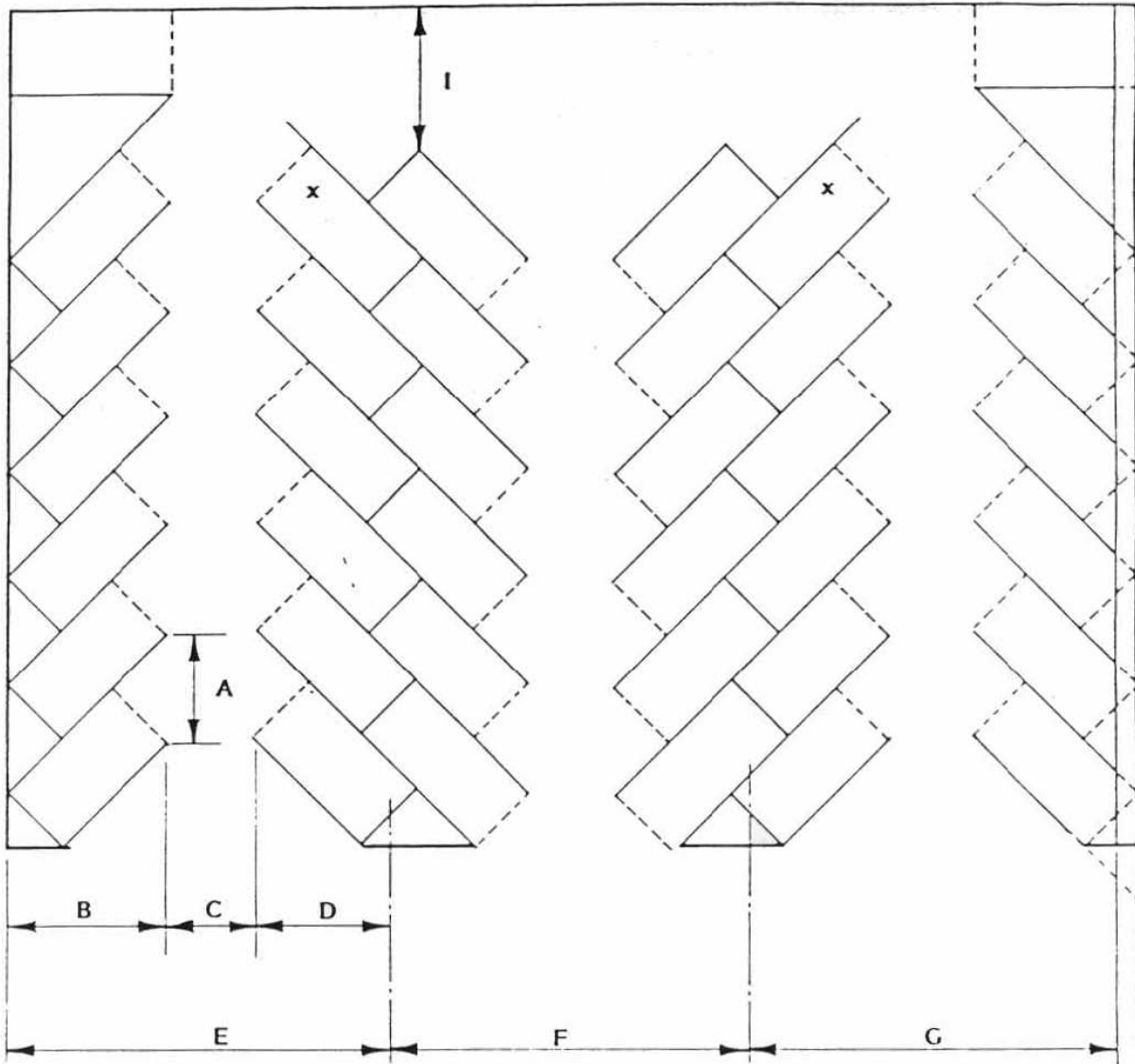
C. SIZE OF PARKING SPACES AND LAYOUT OF PARKING AREAS

1. Size of Parking Spaces

Standard size for parking stalls shall be 9.0 feet by 18 feet.

2. Layout of Parking Areas:

The layout and dimension of parking areas shall conform to the Parking Design Standards as shown on Figure 1 on the following pages.



x = these stalls may not be used for certain layouts.

TABLE OF DIMENSIONS

	<u>45°</u>	<u>60°</u>	<u>75°</u>	<u>90°</u>
A. Stall width, parallel to aisle	12.7	10.4	9.3	9.0
B. Stall depth to wall	17.0	18.5	19.0	18.0
C. Aisle width between stall lines	10.0	14.0	21.0	24.0
D. Stall depth, interlock	14.8	17.0	18.3	18.0
E. Module – wall to interlock	41.8	49.5	58.3	60.0
F. Module – interlocking	39.6	48.0	57.6	60.0
G. Modules – interlock to curb	39.8	47.2	55.9	57.5
H. Bumper overhang	2.0	2.3	2.4	2.5
I. Cross aisle – one way	14.0	14.0	14.0	14.0
J. Cross aisle – two way	20.0	20.0	20.0	20.0

D. SURFACING, DRAINAGE, STRIPING, AND LIGHTING

1. **Surfacing:** All open off-street parking areas for vehicles shall be improved with a hard surface of bituminous or Portland cement concrete pavement, paving brick, or chip-seal. Gravel surfaced parking areas or parking access drives are not acceptable surfaces. All parking area surfaces must be maintained in good condition capable of holding striping.
2. **Drainage:** All parking areas for four (4) or more vehicles shall be graded according to a drainage plan designed and installed in accordance with accepted engineering practice, which may include catch basin, sumps and underground storm sewers. All drainage plans shall be reviewed and approved by the City Engineer.
3. **Striping:** All parking stalls on parking areas for four (4) or more vehicles shall be clearly striped with white or yellow stripes a minimum of 3” wide. Such striping shall delineate parking stall dimensions consistent with the stall number and size requirements of the City of Middleton.
4. **Lighting:** Illumination of off-street parking areas shall be established and directed so as not to be cast directly upon public right-of-ways, occupied structures, or neighboring properties or to be illuminated in intensity, color, or character in a manner that is likely to be seriously disturbing to neighboring properties. Lights for illuminating parking and loading areas shall not have an intensity at the property line of more than three (3) foot candles.

E. HANDICAPPED PARKING REQUIREMENTS:

1. **Number of spaces:** Per the Wisconsin Commercial Building Code, section COMM 62.1106 (approved by Plan Commission 9/25/07).

TOTAL PARKING SPACES PROVIDED	REQUIRED MINIMUM NUMBER OF ACCESSIBLE 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
401 to 500	9
501 to 1,000	2 % of total
More than 1,000	20 plus one for each 100 over 1,000

2. Stall Size and Location:

Handicapped stalls shall be at least twelve (12) feet wide and located as close as possible to an entrance which allows a physically disabled person to enter and leave the principal building or use area.

3. Handicapped Parking Signs:

All required handicapped parking spaces shall be posted with signs as follows:

- a) Handicapped parking signs shall consist of a white rectangle with longer dimension vertical, having green message, a green arrow, if required under this section, and a blue and white international symbol for the barrier-free environments. The sign may be reflective or non-reflective.
- b) The sign shall include the words “reserved parking” and the words “vehicles with VET or DIS plates or state disabled card” or other words with similar meaning.
- c) The size of the sign shall be not less than 12 inches by 18 inches.
- d) A right arrow, left arrow or words “This Stall” or similar wording shall be included near the bottom of the sign.
- e) Each sign shall be erected on an adequate support. The vertical distance from the parking lot surface to the bottom of a sign shall be not less than 4 feet. A single sign with the message “This Space” or similar wording shall be used to designate a single reserved space. At least 2 signs are required for multiple reserved spaces. When 2 signs are used they shall be located at the outermost limits of the spaces reserved and, by arrow, designate the location of the reserved spaces. A sign shall be located at the end of an angled or right-angled space and shall be set to face a motorist entering the space.
- f) Signs in place prior to adoption of the rules: Signs which are in place prior to the effective date of these standards and specifications may remain in place and have the same effect as the signs described herein for 5 years after the effective date provided that they include the international symbol for barrier-free environments and the wording required under 3.a) either as a part of the original sign or on a supplementary plaque or plaques.

Note: The standards and specifications pertaining to Handicapped Parking Requirements meet the provisions of Wisconsin ss. 346.503 with respect to parking spaces for vehicles displaying special registration plates or special identification cards.

F. MINIMUM LANDSCAPING STANDARDS

All open off-street parking areas for four (4) or more vehicles will require landscaping. The standards herein are designated to provide flexibility in meeting the landscape requirement. Applicants can establish a landscaping design which most effectively achieves the desired aesthetic results, and is consistent with the need of providing readily accessible and visible parking.

1. Landscaping Objectives

The objectives of the landscape standards are to recognize both the functional importance of parking areas and the public benefits associated with well-deigned landscaped areas which: enhance the visual environment, promote public safety, moderate the microclimate and reduce nuisances, such as noise and glare.

The overall intent of the landscape standards is to soften the visual and other sensory impacts. This can be achieved through the use of large canopy trees and well-designed clustered plantings; as opposed to the requirement of screening the entire perimeter with a hedge or fence.

2. Minimum Canopy Tree and Parking Space Requirements

All off-street vehicular parking areas with more than six (6) vehicles shall provide and maintain one (1) canopy-type tree for each twelve (12) parking spaces. Canopy trees shall be located in tree islands or within ten feet of the periphery of the parking area surface. The preservation of desirable existing trees is encouraged. Existing mature trees which are a minimum of 2"- 2 ½" caliper and are within the distance requirements may be applied toward the canopy standard. All newly planted canopy trees must also have a minimum of 2"- 2 ½" caliper.

Parking spaces must be broken by a tree island at the rate of one (1) tree island for each linear row of twelve (12) parking spaces, for single row configurations or for each twenty-four (24) parking spaces in double row configurations.

SCHEDULE FOR CANOPY TREES STANDARDS

Number of Stalls	Trees Required
1 to 6	0 trees
7 to 18	1 tree
19 to 30	2 trees
31 to 42	3 trees
43 to 54	4 trees
55 to 66	5 trees
67 to 78	6 trees
79 to 90	7 trees
91 to 102	8 trees
103 to 114	9 trees
Over 114	Nine (9) trees plus one (1) tree for each twelve (12) spaces or fraction thereof.

3. Screening Standards for Parking Areas Near Residentially Zoned Parcels

In the following situations there shall be a screening barrier for the purpose of obstructing light beams and muffling noise.

- a) Where an off-street parking area for four (4) or more vehicles abuts within 25 feet of an adjoining lot line in an “R-residential” Zoning District (R1, R2, R3 or R3A).
- b) Where an off-street parking for four (4) or more vehicles is located in a manner where nearby residentially zoned properties would be affected by headlight glare (i.e., directly across a public right-of-way).

The effective height of the barrier shall be a minimum of three and one-half (3 ½) feet above the surface of the parking area. Such a barrier may consist of wood or masonry fencing, walls, berming, or use of plant material. Where plant materials are used for screening, they shall be of suitable size and density to accomplish the screening objective within three years from the time of planting.

4. Minimum Landscape Elements

In addition to the requirements for canopy trees and residential screening, all parking areas shall be required to accumulate a minimum number of points. The number of points required is based on the number of parking spaces. Parking areas for four (4) or more vehicles are required to accumulate fifteen (15) points for each space.

To qualify for points, the landscape elements must be located in a manner which primarily meet the objectives of landscaping parking areas. The criteria used to determine which landscape elements qualify are: a) perimeters adjacent to public rights-of-way, b) interior areas and immediate perimeters to the parking area, and c) perimeter of lots adjacent to other property. Landscaping which primarily serves the aesthetic enhancement of the building, and related open areas, will not qualify for the accumulation of points. Points are tabulated in the following manner:

POINT SCHEDULE FOR LANDSCAPE ELEMENTS

<u>Landscape Element</u>	<u>Minimum Planted Size</u>	<u>Points</u>
Canopy Trees	2 - 2 ½” or 1 ½ - 2” for Multi-stem trees	50 points
Canopy Trees	1 ½ - 2” or 8-10 ft.	30 points
Evergreen Trees	4 ft.	30 points
Low Ornamental Trees	5 ft. and BB stock	20 points
Tall Shrubs	2 ½ - 4 ft.	9 points
Medium Shrubs	18 – 36”	6 points
Low Shrubs	15 – 24”	3 points
Walls, decorative fences, earth berms, ground covers and shrubs with a mature height of less than 2 ft.		No fixed points.

- Notes:
- a) Trees used to meet the canopy standard and landscape materials used to meet the screening of abutting and residentially zoned property may not be applied toward the minimum landscape element standards.
 - b) To qualify for the points indicated, trees and shrubs shall be of good nursery stock and not less than the minimum required planting size.
 - c) The following publication will be used to determine which plants are “low ornamental trees” and “tall/medium/low shrubs”: A Guide to Selecting Landscape Plants for Wisconsin. E.R. Hasselkus, UW-Extension publication A2865.
 - d) The planting plan list shall include the size of the material to be planted. All landscape plants shall be delineated on the landscape plan and include the crown width the plant will achieve five years after plan implementation.
 - e) The applicant may request points for decorative fences, earth berms, ground covers, existing vegetation and shrubs of the mature height of not less than 2 feet. It must be demonstrated by the applicant that these landscape elements will contribute to the overall landscape objective. The number of points credited will be negotiated with the Zoning Administrator and subject to review by the Plan Commission.

5. Minimum Dimensions for Tree Islands and Planted Areas

All tree islands and landscaped areas with trees shall be a minimum of four (4) feet as measured from the inside of any curb or frame.

All landscape areas without trees, but planted with shrubs, shall have a minimum width of three (3) feet measured from inside the curb or frame.

6. Unsuitable Species

Several shrubs and trees, which are not native to Wisconsin, have an established history of spreading to nearby parks and conservancy areas. These non-native plants tend to become overly abundant and ultimately eliminate many desirable native species. The control and eradication of these unsuitable plants create a costly management problem. The following species of plant material are unsuitable for use as landscape plants:

Honeysuckle
Lonicera x-bella
Lonicera marraui
Lonicera tartarica

Buckthorn (common)
Rhamnus cathartica
Rhamnus frangula (tall hedge)

Norway Maple
Acer negcindo

G. ADJUSTMENTS TO PARKING REQUIREMENTS

1. Adjustments in the minimum of spaces may be authorized by the Plan Commission where the applicant can document shared facilities arrangements with neighboring uses or where there are documented shared-ride or carpooling programs. The documentation for the joint use of shared parking facilities must be in the form of an easement or contract between property owners specifying the number of shared parking spaces and the terms and conditions of the joint usage of parking areas and access.
2. The Plan Commission may authorize stalls sized for smaller vehicles (8' x 16') where the number of stalls being provided exceeds the minimum number required and where all of the minimum required stalls are full sized (9' x 18').
3. The Plan Commission may authorize adjustments to the requirements where literal compliance with the specifications and standards would make the parking lot landscaping ineffective or unnecessary. Topographic constraints, existing vegetation, traffic safety, or compliance with fire or other public safety requirements may necessitate adjustments. The applicant should be prepared to respond to the following criteria in requesting an adjustment:
 - a) The specific conditions which are unique to the applicant's land and do not exist on other land.
 - b) The manner in which the strict application of the standards would deprive the applicant of a reasonable use of the land in the manner equivalent to the use permitted other landowners.
 - c) Reasons that an adjustment to the standard would preserve, not harm, the public safety and welfare and will not alter the essential character of the area.
4. Landscape Standards for Industrial Areas

Introduction

The adopted Middleton landscape standards for parking areas are intended to achieve desired aesthetic and environmental results from both within the interior and along the perimeter of parking areas. This is accomplished, in part, by applying the canopy tree, tree island and a minimum point schedule of fifteen (15) points for each parking space. The application of requirements provides a pleasing landscape transition between structures and the necessary parking facility. In addition, the landscape standards provide acceptable levels of community appearance for parking area which are viewed from adjacent streets, public recreation areas and residentially-zoned lands. The intent, however, is to provide landscaped parking areas which are planned and designed to blend with the overall desired community appearance. The standard requirements do not attempt to fully screen or

hide parking areas.

Variance for Industrial Parking

Applicants proposing industrial parking lots other than for designated visitor parking may propose a landscape option of effectively screening parking lots from off-site view. This variance would not require compliance of the canopy tree, tree island and minimum point schedule requirements. However, the proposed parking lot must conform to the landscape standard of full screening of the parking lot from public R.O.W.s, public recreation sites and residentially-zoned lands.

Minimum Industrial Screening Standard

The proposed plan must satisfy the following conditions.

1. Effectively screen the parking area from views from public R.O.W.s, public recreation sites and residentially-zoned lands.
2. Comply with the landscape requirements included under standard application (p. 2), checklist (p. 3, section A), minimum dimensions (p. 11, section F-5) and species limitations (p. 12, F-6).
3. Where plant materials are used for barrier screening, they must be of suitable size and density to accomplish the screening objective in the leaf-on season and within five (5) growing seasons.
4. The effective height of the screen shall be not less than four (4) feet.
5. Designated visitor parking areas and major entry drives are not included in this variance.
6. The screening area plan shall be subject to design review to determine the functional conditions of the screen and the aesthetic appearance of the proposal. Designs should strive for some level of diversity in utilizing landscape elements. This may include some combination of trees and shrubs, fence and landscape berms. The design review still includes an equal expectation of functional screening and a design which provides a visually-pleasing character to the parking area perimeter.
7. Plans for parking areas shall include a description of snow removal methods and indicate snow storage areas. This shall be done in sufficient detail to demonstrate required plant screening will not be killed or harmed.

Applicants may find it useful to submit a preliminary proposal to determine the specific areas requiring screening. The specific proposal will provide the detail of contractual plans.

APPENDIX #1

PARKING AREA APPLICATION WORKSHEET

PORTION TO BE COMPLETED BY THE APPLICANT:

Project Location/Address: _____

Owner/Applicant: _____ Phone: _____

Address: _____

Date of Application: _____

1. The land use or development to be served by the proposed parking area: _____

2. Number of projected employees and/or students: _____

3. Square feet of floor area: _____

4. Capacity of the facility (if applicable): _____

5. Number of dwelling units (if applicable): _____

Efficiencies _____ 1 Bedroom _____ 2 Bedroom _____ More than 2 bedroom _____

PORTION TO BE COMPLETED BY ZONING ADMINISTRATOR

6. Minimum number of spaces required: _____

7. Minimum number of spaces for handicapped: _____

8. Minimum number of canopy trees under the canopy tree requirement: _____

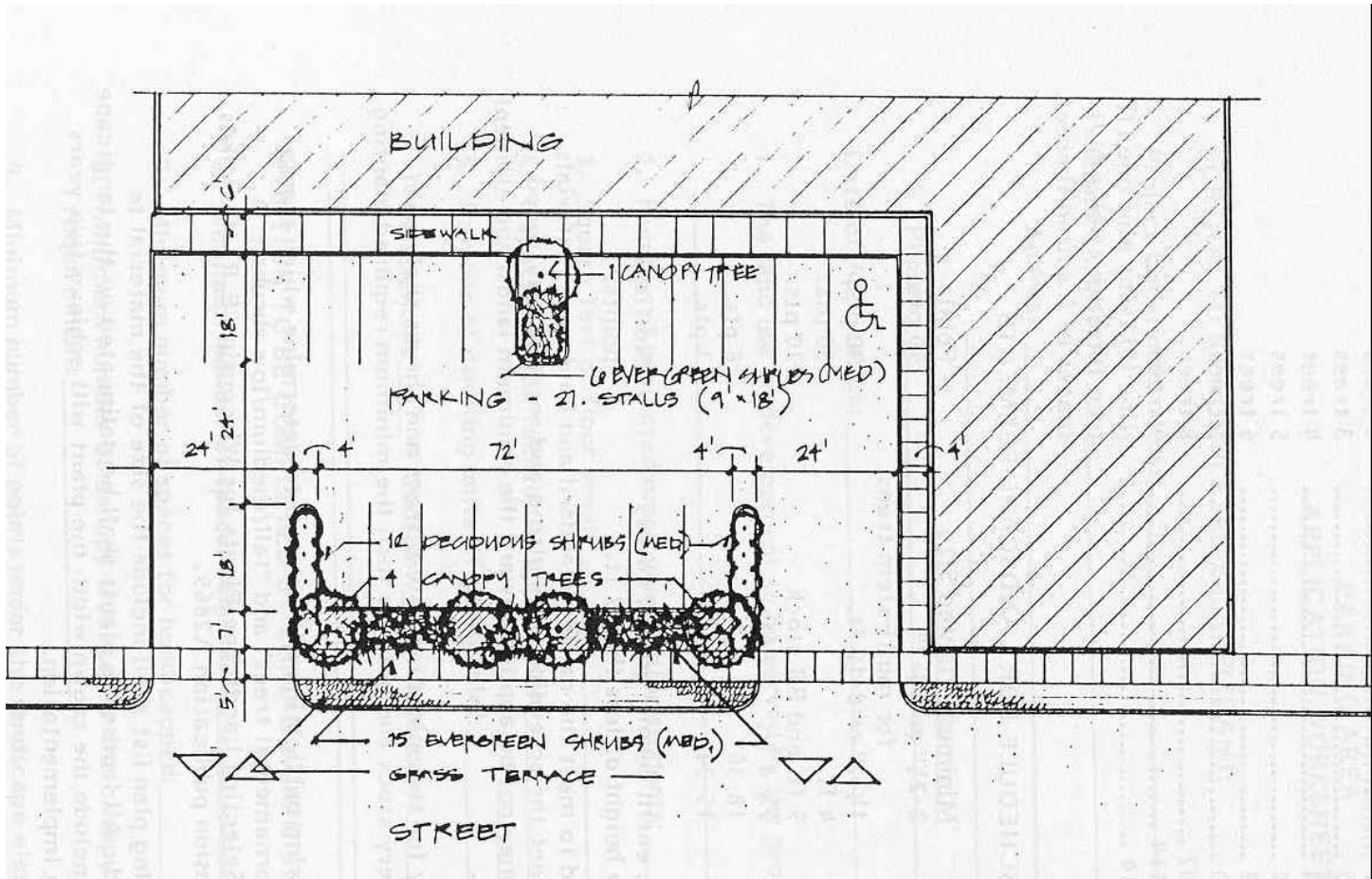
9. Minimum number of points under the landscape element point system requirement: _____

10. Linear feet of screening from nearby residentially zoned property: _____

Location of Screening: _____

Appendix Sketch 1

Sample parking area landscape plan – 21 parking spaces



Landscape Point System Requirements

Requirements for 21 parking stalls:
 Canopy trees (2" – 2 ½") 2 minimum.
 Required landscape points 315

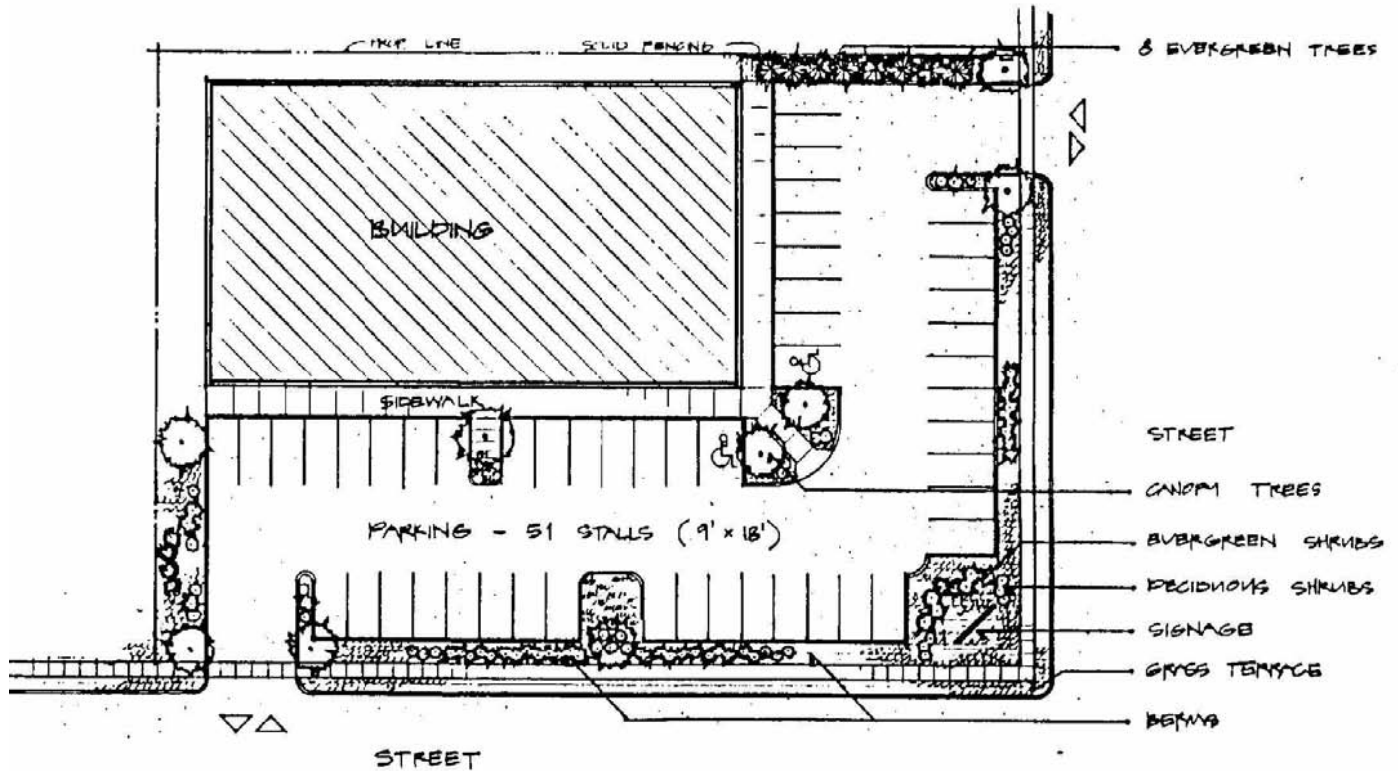
Landscaping Point Totals

3 additional canopy trees (2" – 2 ½") 150 points
 21 medium evergreen shrubs 126 points
 12 medium deciduous shrubs 72 points

Total landscape points: 348 points

Appendix Sketch 2

Sample parking area landscape plan, corner lot – 51 parking spaces



Landscape Point System Requirements

Requirements for 51 parking stalls:
 4 canopy trees, minimum.
 Required landscape points: 765
 32 deciduous shrubs (med.)

Landscape Point Totals

8 evergreen trees (30 points ea.):	240
5 additional canopy trees (50 points ea.):	250
50 evergreen shrubs (low) (3 points ea.):	150
(6 points ea.):	192
Total landscape points:	832