

§34 OFF-STREET PARKING AND LOADING

34-1 Intent

Off-street parking and loading shall be provided in accordance with this Section and shall comply with the provisions for the physically handicapped in the State Building Code for any building or use hereafter erected, established, enlarged, expanded or changed. The number of parking and loading spaces required shall be based on construction or development activity after the effective date of these regulations. The number of parking and loading spaces shall be retained and the parking lot or paved areas shall not be increased or encroached upon as long as said principal building or use remains, unless the Commission determines that public parking spaces are available to be allocated as provided elsewhere in these regulations.

34-2 Obligation

The requirement for off-street parking space and off-street loading space shall be a continuing obligation of the owner of the property on which any such building or use is located, as long as the building or use is in existence and its use requiring vehicle parking facilities continues, unless a change in use also increases the parking requirements. No owner of any building or use affected by this Section, shall discontinue, change or dispense with, or cause the discontinuance of any required parking or loading space. No person, firm or corporation shall occupy a building without providing off-street parking and loading spaces which meet with the requirements of and are in compliance with these regulations.

34-3 Parking Requirements of Developed Sites

When a proposed change of use or extension or expansion of a building or structure causes an increase in the number of parking spaces required, the incremental parking, and only the incremental parking, shall be required to be additionally provided. Such incremental parking shall conform to all regulations, including, without limitation, §34, Off-Street Parking and Loading, and §35, Landscaping, Screening and Buffer Areas.

34-4 Reduction of Parking Requirements by Special Permit

When a proposed change of use or extension or expansion of a building or structure causes an increase in the number of parking spaces required, the Planning and Zoning Commission may, by Special Permit waive the minimum forty-five (45) foot turning radius for a loading bay and authorize a reduction in the number of parking spaces that would otherwise be required by these regulations; provided that:

- (a) The site is non-conforming with respect to parking and/or landscaping, and
- (b) Such a reduction shall not be more than the greater of:
 - (i) three parking spaces, or
 - (ii) Five percent (5%) of the total number of parking spaces shown on the proposed comparison map (if applicable, otherwise on the existing comparison map).

Such waiver and reduction are solely for the purposes of such change of use, extension, or expansion, and is not to be interpreted as making an otherwise non-conforming site conforming.

34-5 Parking Requirements Table (See table at end of this section)

34-6 Location of Parking

- 34-6.1 In Residence Districts, the parking spaces required for all uses shall be provided on the same lot as the principal use, except that parking spaces for athletic fields, auditoriums, fieldhouses and gyms shall be provided within a reasonable distance of the fieldhouses, auditoriums, gyms, fields and stadiums.
- 34-6.2 In Non-Residence Districts, the parking spaces, access aisles and maneuvering areas required for all uses shall be provided on the same lot as the principal use.
- 34-6.3 Parking lots for short-term parking generators such as shopping centers, retail stores, restaurants, banks, etc. should generally be located between the generator and street and in close proximity to the generator thereby easing vehicular access and shortening pedestrian walking distances.

34-7 Classification of Uses

Whenever two (2) classifications provided in §34-5 shall apply to a use of premises, the regulation requiring the larger number of parking spaces shall apply. In the case of two (2) or more uses in the same building, the total requirements for off-street parking shall be computed for each use to the hundredths place and added together. Off-street parking for one (1) use shall not be considered as providing required parking for any other use in the building, except as hereinafter specified in §34-6 of the regulations.

34-8 Joint Parking

The Commission may reduce the parking requirements for churches and other places of worship, places of public assembly, theaters, non-profit clubs, bowling alleys, cafes, taverns, restaurants, night clubs, dwelling units, and other similar uses where such uses will be generating a demand for parking during periods when other uses are not in operation subject to the following conditions:

- 34-8.1 The reduction of parking requirements of any such use shall not exceed 50% of its parking requirements, or the number of spaces by which it fails to meet its parking requirements, whichever is less.
- 34-8.2 Joint off-street parking facilities provided by another building or use shall be within five hundred (500) feet of applicant's building or use and on the same lot therewith.
- 34-8.3 The applicant shall demonstrate that there is no substantial conflict in the operating hours of the two buildings or uses for which joint parking facilities are proposed and that parking on the street will not occur.

34-9 Small Car Spaces

The applicant may provide a limited number of small car spaces in accordance with the following standards:

- 34-9.1 The applicant shall prepare and submit a preliminary parking layout plan based on a Class A-2 Survey showing the minimum number of required parking spaces based on the standard dimensions of a 9 feet x 18 feet, as well as parking, front and buffer landscaping areas, lighting, loading area and refuse disposal areas.

- 34-9.2 Up to twenty (20) percent of the minimum number of required parking spaces may be allocated for small cars and correspondingly reduced in size subject to the approval of a small car parking layout plan. A small car space (stall) shall not be less than 8 feet in width and 16 feet in stall length.
- 34-9.3 The differences in the parking area between small and standard sized spaces (stalls) shall be computed, shown as additional landscape areas and landscaped on the small car parking layout.
- 34-9.4 The small car spaces shall be laid out in groups and marked with "Small Car Only" free-standing or wall signs not to exceed one (1) square feet each.

34-10 Loading Spaces

Each hospital, institution, office, or commercial building or other commercial structure or group of commercial buildings on the same lot shall provide off-street loading spaces on the same lot as the principal building or structure, in accordance with the following minimum standards:

GROSS FLOOR AREA	NUMBER OF LOADING SPACES
(a) Zero to 3,999 square feet of gross floor area	0
(b) 4,000 to 24,999 square feet of gross floor area	1
(c) 25,000 to 29,000 square feet of gross floor area	2
(d) Each additional 25,000 square feet of gross floor area	1

34-10.1 Location of Loading Space

At least one of the required loading spaces shall be located immediately adjacent to a service entrance to the principal building.

34-10.2 Loading Space Location

If a loading dock is provided, a loading space shall be located so as to allow direct service from the end of the loading space or rear of a truck.

34-10.3 Loading Space Radius

Loading spaces shall be so designed that trucks, when loading and unloading will have adequate maneuvering areas with a minimum turning radius of forty-five (45) feet to the outside wheels for perpendicular loading stalls and said trucks will not project over any street line.

34-10.4 Encroachment prohibited

No loading space (stall) shall encroach on any part of an access drive or parking aisle.

34-11 Design Requirements

The general layout and traffic circulation of parking and loading areas shall be designed so as to avoid unsafe conditions, traffic congestion in the streets upon which the area has access and to provide for the safety and adequacy of access for vehicles and pedestrians using the area according to the following standards:

34-11.1 Layout Requirements

All parking lots shall be laid out with large car standards in accordance with the "Design Standards for Off-Street Parking and Loading" as set forth hereinafter. In addition, all proposed curb cuts, access drives, fire lanes, maneuvering areas and parking areas shall comply with all applicable requirements of the Dept. of Public Works, Fire Dept. Police Dept., State Traffic Commission, State Dept. of Transportation and State Building Code.

34-11.2 Curb Cuts and Access Drives

Entrances and exits to a parking lot should be placed as far as possible from intersections in order to provide maximum storage and maneuver space. Combined entry-exit points should preferably be located at mid-site. When entrances and exits are separate, the entrance should be placed as far upstream in the site frontage as possible and the exit should preferably be placed in the downstream portion of the site. There shall be a maximum of two (2) curb cuts per site, unless a third emergency vehicle access is required for public safety.

34-11.2.1 Curb cuts shall conform to the Town Driveway Ordinance in Town Roads and any State Regulations that may apply on State Highways and preliminary approvals and/or recommendations shall be secured prior to Planning and Zoning Commission review of the project. Final authorization from the appropriate State or Town agencies shall be secured prior to the issuance of a Zoning Permit.

34-11.2.2 Access drives should cross sidewalks and enter streets at right angles. Parking areas should be designed to prevent backing into streets and across sidewalks along street frontages.

34-11.2.3 Clear unobstructed visibility shall be provided for a minimum distance of one hundred fifty (150) feet in each direction for egress at all driveways, as measured from a point ten (10) feet back from the traveled portion of the road (edge of pavement) to the center line of the street. Clear unobstructed visibility shall also be provided for a minimum distance of one hundred fifty (150) feet for the left turn ingress as measured in a straight line along the centerline of the roadway. Said sight lines may be increased by the Town Engineer based on street alignment, gradients, traffic volumes and speed limits.

34-11.3 Fire Lanes

Fire lanes shall be provided on a site where required by the Fire Marshal pursuant to the Town Fire Lanes Ordinance. Such designated fire lanes shall be at least eight (8) feet in width and shall be marked "No Parking." No required parking or loading space shall encroach on any required fire lane.

34-11.4 Circulation

Internal circulation on the site should be in a counter clockwise direction. Sites containing between 20 and 39 parking spaces should and sites containing 40 or more parking spaces shall

provide a complete internal loop access drive or parking aisle within the lot in order to minimize turning conflicts within the site and on the street.

- 34-11.4.1 The interconnection of adjoining parking lots shall be encouraged where said connections would result in improved circulation, increased parking spaces, decreased curb cuts and/or signalized access. Parking spaces lost or abandoned to a cut-through may be exempted from the minimum parking requirements by the Commission.

34-11.5 Grades

The maximum grade for an access drive or driveway to a parking area shall not exceed 3% from its intersection with the travelled portion of the road edge of pavement to the street line. The grade of the access drive or driveway from the street line into the property shall not exceed six (6) percent for the first forty (40) feet nor ten (10) percent at any point thereafter. The maximum grade for driveway aisles and stalls (parking field) for parking shall not exceed six (6) percent. The minimum grade shall be as required for surface drainage. Any access drive with grades of six (6) percent or more shall be paved. Storm drainage facilities, as required by the Town Engineer, shall be installed on any access drive or parking area with long, sustained or steep grades in excess of four (4) percent which may cause surface water to drain onto adjacent streets or lots.

34-11.6 Identification

Individual parking and loading spaces, handicapped parking spaces, maneuvering areas, entrances and exits and one-way aisles shall be identified with signs, lines and/or arrows.

34-11.7 Drainage

Off-street parking and loading areas within Non-Residence Districts shall be paved with a durable and dustless surface of bituminous concrete, unless existing drainage problems warrant use of porous material. The parking area shall be curbed where necessary to control or direct surface water runoff. The Planning & Zoning Commission may approve a porous paving system as an alternative to asphalt and concrete for traffic-bearing surface applications in Non-Residence Districts as part of a site plan application.

34-11.8 Improvements

Parking areas shall be improved so as to create no hazard from surface water runoff, dust, erosion or lights and shall be separated from the street by a curb, and by fencing, walls, landscaping or other barriers along street lines.

34-11.9 Back around

Dead end parking bays or aisles shall be provided with a back around or backup area at least 5 feet in depth.

34-11.10 Underground Stalls

Parking stalls located in underground garages, buildings or above ground garages may be reduced in stall width from nine (9) feet to eight and one half (8.5) feet to allow for column spacing.

34-11.11 Rooftop Parking

Parking areas or stalls located on the top of a building, structure or deck shall be screened from any adjacent street or Residence District by a solid wall, fence or barrier at least four (4) feet in height. Related access ramps shall be designed to screen vehicle headlights.

34-11.12 Reserved Future Spaces

If the actual demand or need for off-street parking spaces for a specific use is actually less than the minimum required number of parking spaces for said use, the Commission may reserve up to twenty five (25) percent of the required spaces for future parking needs. Such reserved spaces shall be standard sized, shown in the site plan and labeled "Future Parking", but landscaped for the present. The Commission may require the future construction of said reserved spaces, or portion thereof, within three (3) months of written notice to do so based on a change in parking demand, a change of use or a change in traffic safety circumstances.

34-11.13 Lighting Standards for Parking Lots

Any lighting used to illuminate any off-street parking area shall be shielded, down directed and so arranged as to reflect the light away from adjoining premises and public rights-of-way. Lighting of the parking lot must be adequate at ground level for the protection and safety of the public in regard to pedestrian and vehicular circulation (Also see §44-5.5.1(b), Lighting and Noise).

34-11.14 Design and Access to Dumpster Area

Dumpsters shall be placed upon an impervious surface, and shall be screened from view from adjoining premises. The placement of the dumpster shall make allowance for loading, removal, and access to the dumpster taking into account the traffic flow, the surrounding parking spaces and the available turning radii. The size and number of the dumpsters shall adequately handle the refuse and recyclable products generated on site. Dumpsters shall not be located within any required setback area in a Residential Zone nor within any required Front Landscaping Area or Buffer Strip in any other Zone. (Also see §32-9, Refuse Disposal).

34-11.15 Sidewalks

Sidewalks at least three (3) feet in width shall be installed within the site to provide pedestrian access between parking areas and other principal or accessory use when deemed necessary for safety. Such sidewalks shall provide handicapped ramps at all driveways and intersection crossways. Where deemed appropriate, curbing shall also be installed. Unless otherwise approved, all sidewalks and curbing shall be of reinforced cement concrete and shall be constructed at all locations, to the dimensions and in accordance to specific details approved by the Town Engineer. (Also see §35-2.3.4, Sidewalks).

34-12 Concealed Parking Requirements

Any commercial, retail, service or office building or group of such buildings on a single lot which contains more than ten thousand (10,000) square feet of gross interior floor area (GFA) shall be required to conceal parking from adjacent streets and properties around the perimeter of the site as follows: Required Parking Building Site to be Concealed 10,000 - 14,999 20.0% 15,000 - 19,999 GFA 40.0% 20,000 - 39,999 GFA 50% 40,000 - 59,999 GFA 65% Over 60,000 GFA 80% This requirement shall only apply to new or expanded floor space of ten thousand (10,000) square feet or more in any such existing or proposed building(s) after the effective date of this Section.

34-12.1 Below Grade Structures

Said concealment shall be in a structure, the roof of which is entirely below either the average established centerline grade of the street(s) in front of the lot or the average existing level of the ground surrounding the structure and within ten (10) feet thereof at the time of application.

34-12.1.1 Exposure

Such structures shall only be exposed for necessary vehicles and pedestrian accessways.

34-12.1.2 Height

Such structures shall not be deemed a story, but they shall adhere to the maximum allowable vertical height as measured in feet from the average existing level of ground. (See Building Height definition and applicable Height provision).

34-12.1.3 Total Coverage

That portion of the area of such structure whose roof is treated as natural ground surface shall not be included in total coverage. Said roof surface shall have sufficient earth over it to support vegetation and be planted with grass, ground cover, shrubs or trees. That portion of the area of such structure whose roof surface is treated as floor area, parking area, pedestrian plaza or other similar surface shall be included in total coverage.

34-12.1.4 Building Coverage

Such structures shall not be included in building coverage, provided that the maximum grade of the roof shall not exceed a slope of one (1) foot or rise to three (3) feet in length. Floor area and building above the roof of such structures shall be included in building coverage.

34-12.1.5 FAR

That portion of the floor area of such structures which is used for parking stalls, parking aisles, driveways, ramps, elevators, stairwells and electrical or mechanical equipment space shall not be included in the FAR. That portion of the floor area of such structures that is used for storage, rental, habitable or other similar usable space shall be included in the FAR.

34-12.1.6 Setbacks

The walls or faces of such structures shall adhere to all applicable setback, front landscape and buffer strip requirements.

34-12.2 Alternative Concealment

In the case of high ground water table, wetlands, floodplains, extensive ledge, rock outcroppings or other severe physical limitation that directly affects thirty percent (30%) or more of the site, the Planning and Zoning Commission may, upon written request for a modification and written substantiation of such severe physical limitation by a registered professional engineer, accept one or more of the following alternative methods of concealment:

- (1) structure partially below grade;
- (2) structure within or under the principal building;
- (3) utilization of natural topographic features;

- (4) utilization of sculptured landscaped surfaces other than structures with grades not to exceed 1 foot vertical to three (3) feet horizontal; and/or
- (5) utilization of evergreen landscaping used in conjunction with Item 4 above.

34-12.3 **Partially Below Grade Structures**

Said alternative concealment may be in a structure which is partially below grade provided that the floor of said structure is entirely below the average established centerline grade of the street(s) in front of the lot at the time of application.

34-12.3.1 Exposure & Height

Such structures shall not be deemed a story, provided that the exposure, does not exceed the following limitations:

- (a) full exposure of one side only;
- (b) partial exposure of two additional sides above a sloping grade commencing at the exposed side and rising no less than one (1) foot for every three (3) feet of depth;
- (c) the total length of the fully and/or partially exposed faces or walls of the structures shall not exceed twenty (25) percent of the total perimeter of the structure, but the Commission may allow up to 50% of the total perimeter of the structure to be fully and/or partially exposed in cases where dwelling units are to be provided; and
- (d) The maximum height of any exposed face or wall of said structure, as measured to the roof-top, deck-top or first floor of a building above, shall not exceed three (3) feet above the average existing level of the ground surrounding the structure and within ten (10) feet thereof, at the time of the application.

Such structures, however, shall adhere to the maximum allowable vertical height as measured in feet from the average existing level of the ground. (See Building Height definition and applicable Height provision).

34-12.3.2 Total & Building Coverage

That portion of the area of such structure shall not be included in total coverage, provided that:

- (a) the maximum height of any exposed face or wall of said structure shall not exceed three (3) feet above the average existing level of the ground, except that cross walls or beams starting from said three (3) foot height may follow the slope of an earth covered roof; and
- (b) the maximum grade of the roof surface of such structure shall not exceed a slope of one (1) foot of rise to three (3) feet of length. That portion of the area of such structure whose roof surface is treated as floor area, parking area, pedestrian plaza or other similar surface shall be included in total coverage. That portion of the area of such structure whose roof surface is treated as floor area or building area above shall be included in building coverage.

34-12.3.3 FAR

That portion of the floor area of such structure that is used for parking stalls, parking aisles, driveways, ramps, elevators, stairwells and electrical or mechanical equipment space shall not be included in the FAR. That portion of the floor area of such structure that is used for storage, commercial, retail service, office, rental, habitable or other similar usable space shall be included in the FAR and shall be used in calculating the minimum parking requirements for said buildings.

34-12.3.4 Setbacks

The walls or faces of such structure shall adhere to all applicable setback, front landscape and buffer strip requirements.

34-12.4 **Surface Areas**

All areas that are not otherwise occupied by buildings or surface parking shall be suitably planted or landscaped.

34-12.5 **Parking Expansion**

A new site plan review and zoning permit shall be required if additional parking spaces, exceeding 10% of the minimum required number of parking spaces for the approved concealed parking use, are added to the site.

34-12.6 **Project Design**

In order to reduce surface water runoff, concealed parking projects should be designed with a minimal amount of impervious surfaces. Concealed parking areas shall be located under the principal building, and/or surface parking areas shall be located on top of concealed parking structures, to the greatest extent possible, considering the physical characteristics of the site.

34-13 Handicapped Parking

Handicapped parking shall be provided in conformance with the Connecticut Supplement to the Basic Building Code.

Town of Westport Zoning Regulations, §34, Off-Street Parking and Loading

§34-5 USE	MINIMUM REQUIRED PARKING SPACES
Mobile Home Units	2 spaces
Single-family dwelling unit	2 spaces
Supportive Housing	1 space for each dwelling unit
Two-family dwelling unit	2 spaces per unit
Multi-family dwelling units, studio, efficiency, or 1 bedroom unit	
1-bedroom unit	1.75 spaces per unit
2 bedroom unit	2.25 spaces per unit
3 or more bedroom unit	2.50 spaces per unit
public elderly housing	0.75 spaces for each dwelling unit for elderly persons
Accessory apartment unit	1 space for the converted unit
Managed Residential Community	0.75 space for each private residential unit
Home Occupations located in residence districts	2 spaces in addition to the requirements for the dwelling unit.
Community residence for the mentally retarded	2 spaces in addition to the requirements for the dwelling unit.
Elderly group home	1 space per bedroom or guest room.
Automobile repair shops, garages and gas stations	5 spaces per bay or vehicle work station plus 1 space per employee plus 2 additional spaces
Automobile dealers	1 space per employee plus 1 space per vehicle work station plus 20 spaces for customer parking.
Vehicle Rental	1 space per employee plus 1 customer space for each 5 rental vehicles
Funeral Homes, except within the BCD and BCD/H.	One space per 75 square feet of floor area, with a minimum of 25 spaces required for any funeral home.
Office (business and professional), Bank Office Area, except within the BCD and BCD/H.	1 space for each 250 square feet of gross floor area
Bank Customer Area with cashier and/or teller, except within the BCD and BCD/H.	1 space for each 220 feet of gross customer area.
Medical offices, except psychiatrists, and clinics including other similar uses including chiropractors, physical therapists, optometrists, and dentists, except within the BCD and BCD/H.	1 space for each 165 square feet of gross floor area.

Town of Westport Zoning Regulations, §34, Off-Street Parking and Loading

§34-5 USE	MINIMUM REQUIRED PARKING SPACES
Professional Healthcare offices and clinics including psychologists, social workers, counselors, naturopaths, massage therapists, psychiatrists and nutritionists, except within the BCD and BCD/H.	1 space for each 200 square feet of gross floor area
Retail and service establishments including spas, beauty salons, opticians, gyms, healthclubs, and fitness centers, except within the BCD and BCD/H.	1 space for each 180 square feet of gross floor area
Restaurants & private clubs, excluding patron bar area, except within the BCD and BCD/H.	1 space for each 35 square feet of gross patron floor area plus 1 space for each additional 500 square feet of gross interior floor area.
Patron bar area of restaurants, private clubs, taverns & cafes – gross patron floor area including Patron bar area includes the barroom area, all areas designated as cocktail lounges and areas devoted mainly to alcohol consumption, except within the BCD and BCD/H.	1 space for each 20 square feet of gross patron floor area including the entire top surface of the bar.
Hospitals and convalescent homes	1 space for each 3 beds.
Theaters, except within the BCD and BCD/H.	1 space for each 3 seats.
Places of Worship	The greater of (a) one space for each 3 occupants of the sanctuary as determined by the Fire Marshall, or; (b) one space for each 3 occupants of all rooms, other than the sanctuary, used for social functions, as determined by the Fire Marshall.
Auditoriums, field houses, gym, athletic fields & stadiums	1 space for each 5 spectator seats of design capacity.
Game Room for coin operated amusement devices	1 space per 180 square feet of gross interior floor area.
Laboratory, wholesale, warehouse storage establishment ¹	1 space for each 1-1/2 employees during the largest daily work shift or 500 square feet of gross interior floor area, whichever is greater.
Group quarters, guest, boarding, rooming or lodging house.	1 space for each rooming unit or 1 space for each bedroom, whichever is greater.
Marinas, exclusive of boat storage	0.5 spaces per slip or wet mooring.
Other Uses	In order to maintain the purpose and intent of these regulations the Commission shall determine the number of parking spaces to be provided in connection with any use not included in this Section.

¹ In order to be considered as a separate use such areas, excluding laboratories, shall comprise at least 15% of the total gross interior floor area of the building or tenant space and shall be a block of space(s) located in an attic, 1/2 story, or cellar. The space less than 15% shall be part of the principal use for parking.