SECTION 62

Access, Circulation, Parking, and Loading

62.0 Purpose

To lessen congestion in the streets and provide a feeling of security in movement, these design standards promote safe access to each use on any lot; convenient patterns of circulation both onto and off of any site for pedestrians and other modes of transportation; adequate automobile parking spaces; and efficient, unobtrusive loading of goods or provision of services in a manner that does not dominate the sense of place.

62.1 Obligation

Access, circulation, off-street parking and loading will be provided for any *use* of land, *buildings* or other *structures* in accordance with the design standards of this section and will be permanently maintained and kept available for occupancy in connection with and for the full duration of the use of land, *buildings* or other *structures* for which the spaces are required.

62.1.1 Existing Uses

☐ Is the current layout "due for an upgrade"?

A *use* existing at the time of the adoption of these regulations will be maintained in conformance with these design standards to the extent that it conforms at the time of adoption of this section. If any existing *use* of land, *building* or *structure* is changed, extended, enlarged or moved to a *use* requiring additional access, circulation, off-street parking or loading under these regulations, then additional required improvements will be provided for the new *use* in accordance with these design standards.

Decrease the "non-conformities" of an existing access, circulation, parking or loading to meet current design standards:

- Increase parking lot landscaping.
- Repave, restripe or re-curb.
- Update outmoded site lighting.

62.2 Access to or from the Site

- ☐ Does an appealing, comfortable street environment promote pedestrian activity?
- ☐ Does site design facilitate use of public transportation an alternative to automobiles?
- ☐ Is access to and from sidewalks, bikeways, transit stops, and parking clearly marked?

62.2.1 via Sidewalk

Exclude sidewalks, bikeways and trails from the "paved area" used in calculation of Total Lot Coverage.

Main Street Crosswalk

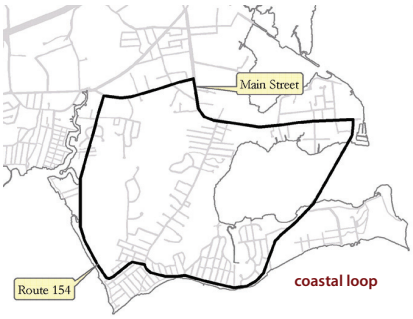
The Commission may require the installation of sidewalks or crosswalks along public *streets* in places deemed proper by the Commission for public necessity or safety; or, in lieu of construction, the Commission may require that adequate space and grading be established for future sidewalks along public *streets*.

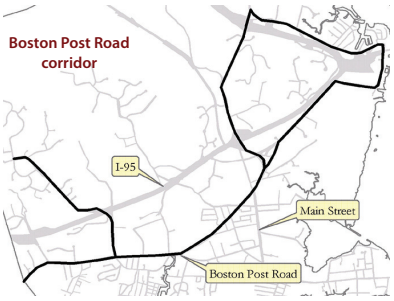
A. **Location.** Sidewalks will be installed along State or local feeder streets or commercial thoroughfares as identified in the Plan of Conservation & Development or its supplements, preferably in areas south of I-95:

1. Within one (1) mile or wherever students tend to walk to and from the Town's *schools* or other destinations;

Wherever possible, and for waterfront uses that are not water-dependent, create visual or physical access to coastal environments along Old Saybrook's shoreline.

2. On the north or east side of a right-of-way or access way to facilitate snowmelt;



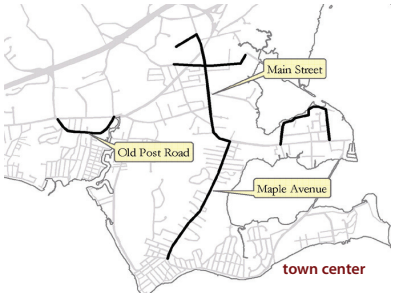


Use sidewalks to encourage infill development.

3. Around the Connecticut Scenic Rte. 154 "Coastal Loop Road";
4. Within the U.S. Rte. 1 "Boston Post Road Corridor", the Ferry Point Loop, and Schoolhouse Road to Connecticut State Route 153; and

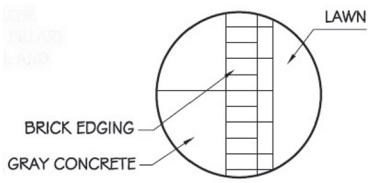
Give special regard for pedestrian safety in the town center due to the presence of *school* children, senior citizens and tourists.

5. Along the Main Street "Town Center" and its environs as deemed appropriate by the Commission.



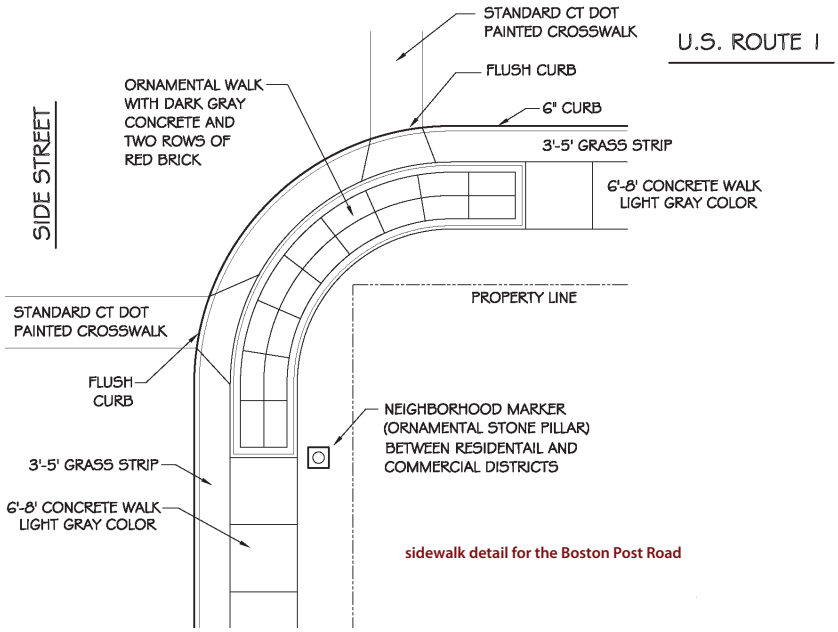
B. **Construction**. Except as stated below, sidewalks will be installed in accordance with the Town of Old Saybrook Regulations for Public Improvements.

1. Sidewalks in the Town Center and pedestrian nodes of the Boston Post Road will be constructed of brick or colored, stamped Portland cement concrete.



brick edge detail

2. Sidewalks along the Boston Post Road outside of the pedestrian nodes will be constructed of Portland cement concrete and lined with brick or colored, stamped concrete along the edge.
3. Sidewalks, elsewhere, will be constructed of Portland cement concrete.
4. There will be a minimum clear passage of thirty-six inches (36″) under all circumstances of pedestrian ways; minimum sidewalk widths as little as four feet (4′) only under constraining ircumstances; five feet (5′) elsewhere; and eight feet (8′) in the Town Center and other areas of intense pedestrian activity.
5. There will be five-foot (5′) square "passing areas" at intervals of no more than two hundred feet (200′) when the sidewalk width is less than sixty inches (60″).
6. Sidewalks will be carried across driveways, preferably at sidewalk height.



sidewalk detail for the Boston Post Road

Elevate pedestrians above and away from automobile traffic.

"brick" stamped sidewalk at Stage Road

Match the dominant pattern of sidewalk material on a street or in a neighborhood when completing "*infill*" sidewalks.

4' sidewalk on Boston Post Road

Information Booth access drive

Give motorists visible reminder that they are entering a pedestrian area, particularly within *walking distance* of any *school* or the Town Center.

Streets & Sidewalks
Chapter 185 of the ***Town Code*** requires homeowners and businesses to control landscaping and remove snow from sidewalks.

A walkway or bikeway may be in lieu of or in addition to sidewalks.

multi-use trail along the Causeway

Wherever possible, completely separate bikeways or multi-use trails from the vehicular travel way.

bike rack at Pasbeshauke Pavilion

9 Town Transit

62.2.2 via Bikeway

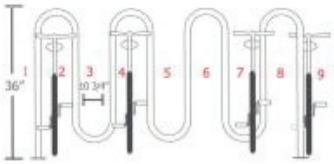
A *bikeway* will be constructed in an easement no less than fifteen feet (15´) in width.

A. **Location.** In areas where the *street* system does not conform to an anticipated pattern of pedestrian circulation, particularly in the area of an existing or proposed park, playground, *open space* or non-residential facility, the Commission may require the dedication or construction of a separate pedestrian bikeway or multi-use trail, particularly along State or local feeder streets or commercial thoroughfares as identified in the Plan of Conservation & Development or its supplements, preferably in areas south of I-95 where connections can be made to an existing bikeway or multi-use trail within one-quarter (1⁄4) mile of the site or in any location deemed appropriate by the Commission.

B. **Width.** Wherever possible, a bikeway will be built to be rated as Class I or with a minimum width of eight-feet (8´).

C. **Materials.** A *bikeway* will be constructed of bituminous pavement; a multi-use trail, located north of Interstate 95 or otherwise located in a scenic or rural area, will be constructed of compacted crushed rock, pavement millings or unpaved, compacted earth.

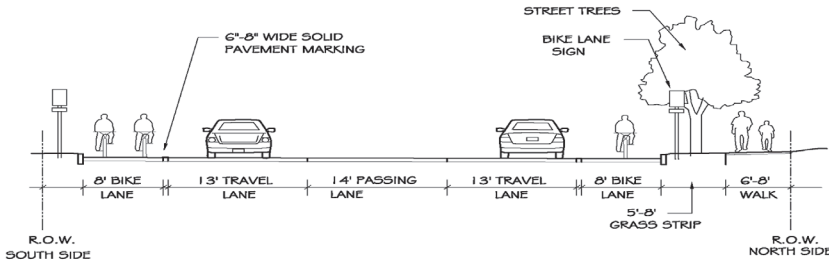
D. **Bike rack.** A bike rack will be located within five hundred feet (500´) of the building entrance served of a capacity deemed appropriate by the Commission. For uses that require more than 100 parking spaces, capacity will be no less than five percent (5%) of the off-street parking spaces provided for the proposed use.



bike rack detail

62.2.3 via Public Transit

Any development further than one-quarter (1⁄4) mile from a shelter for an bus or shuttle route or within a one-half (1⁄2) mile from a rapid bus, train or ferry service will provide or dedicate adequate space for at least one (1) shelter with seating to protect riders from inclement weather and walkways to the development served.



62.2.4 **via Street**

The *street* giving access to the site will have a traffic carrying capacity or will be suitably improved to accommodate the volume, speeds or types of traffic with which the proposed *use* will interact or will generate.

A. **Local road**. The Commission may require improvements to the existing *street* to safeguard against hazards to traffic and pedestrians or to avoid traffic congestion where it determines that the condition of the existing public *street* is such that the approval of the site plan could result in a potential safety hazard, including, but not limited to, street widening, surface improvement, turning lanes, acceleration or deceleration lanes, traffic directional islands, frontage road, *driveways* or traffic controls within the *street*.

Curbs will be installed on new or extended residential streets or on commercial thoroughfares or feeder streets only where necessary in conjunction with an engineered stormwater management plan. In places where the Commission deems appropriate for channelizing off-street traffic through a site, curbs will be constructed of extruded concrete or granite.

1. **Local scenic road**. Any development on Ingham Hill Road, Schoolhouse Road or any other designated local scenic road will be referred to the Planning Commission for an advisory report.

B. **State road.** Where any road, drainage facility or other associated work is proposed to intersect with a State highway or to be located within a State highway right-of-way, the applicant will obtain an approval letter from the Connecticut State Department of Transportation (DOT), which will be conditional upon prior approval of the project by the Commission or will not prohibit or preempt the Commission from imposing more restrictive requirements.

1. **State scenic road**. Maintain or enhance the character of the Coastal Loop Road, as defined in the Sidewalk Plan supplement to the Plan of Conservation & Development, as it passes land on which is located a historic building or structure listed on the national or state registers of historic places or affords vistas of marshes, shorelines, forests with mature trees or notable geologic or other natural features.

Design all new parking and loading areas so that any vehicle entering from or exiting onto a public street will be traveling in a forward motion that will not encroach on the oncoming lane of traffic.

stone wall and view along Ingham Hill Road

Where possible, reduce the width of the traveled way of any street, as well as the amount of curbing, stormwater runoff over the roadway shoulder into low gradient vegetated swales to promote immediate, deliberate infiltration and groundwater recharge.

Scenic Roads

Chapter 169 of the Town Code sets forth criteria to protect from alteration the scenic views, mature trees or stone walls of the roadsides along local scenic raods, such as Schoolhouse or Ingham Hill Roads.

Provide stoplights at intersection-style driveways; channelize high volumes of "right-in, right-out" vehicles associated with businesses along State routes.

In Old Saybrook, the Chief of Police is the staff person designated as legal traffic authority (LTA) to handle traffic-related matters for any State road requiring coordination with the State Department of Transportation (DOT) or the State Traffic Commission (STC).

62.2.5 Vehicular Access Drive

☐ Can curb cuts be consolidated along a road to improve street circulation?

☐ Are curb cuts designed to provide safe access during all weather conditions?

No dwelling will be constructed, and no building will be changed in use for occupancy as a dwelling, unless located on a lot that has a frontage of not less than twenty feet (20′) on a street or private right-of-way or exclusive access easement, which is everywhere twenty feet (20′) or more in width and connecting to a street.

A. **Location**. Consolidate multiple or continual curb cuts wherever possible to no more than one (1) access *drive* from any *lot* across the *frontage* of whichever adjacent *street* has lesser potential for traffic congestion or hazards to vehicular or pedestrian traffic.

B. **Visibility**. Visibility at the intersection of any access drive with any intersecting street will be sufficient to allow a stopped vehicle to see and be seen from a vehicle approaching from either direction at a distance based on a design speed of the intersecting road, but a minimum distance of: 200 feet

C. **Grading**. Any access *drive* providing connection between any non-residential parking or loading area and any public *street* will have suitable alignment and a grade not to exceed: 10%

D. **Materials and distance**. Any access *drive* will be finished with bituminous concrete from the edge of *street* pavement for a minimum distance: 20 feet

E. **Apron width**. The access *drive* in commercial or industrial *districts* will be not more than:

At the right-of-way line	30 feet
At the curb line	55 feet

F. **Drive width**. The minimum widths will be for:

One-way traffic	14 feet
Two-way traffic	24 feet

Shared Driveway

With approval of the Commission, consolidate driveways to share existing curb cuts between lots that negatively affect off-site vehicular circulation or pedestrian safety. Relocate a portion of the front or perimeter landscaping to accommodate a shared driveway.

Plan for and locate all access *drive* to provide as much sight distance as possible at intersections with the connecting public *street*.

Transition grades and site distances for safe, convenient and efficient access to meet the *street line* and travel way of the *street* so as to conform to the established cross-section for the *street*.

access drive to Saybrook Shopping Center

Access Width

With approval of the Commission, provide greater widths necessary to accommodate traffic volumes or movements, public safety requirements or larger vehicles.

bank kiosk accessed from Orchard Street

62.2 Separate Ingress/Egress

With approval of the Commission, create separate entrance and exit *drives* for large tracts or uses of extensive scope to relieve traffic congestion in the street or to safeguard against hazards. Requirements for the front landscape area or perimeter buffer shall not be varied to provide additional access.

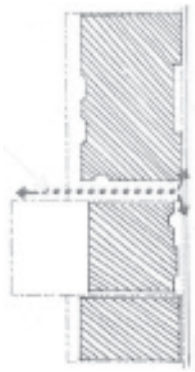
62.3 On-Site Circulation

62.3.1 Pedestrian Walkway

☐ Does the site incorporate high levels of internal connectivity?

☐ Are the safety needs of motorists and pedestrians balanced?

A. **Location.** Walkways or multi-use trails will be provided where the Commission deems appropriate:



1. **Street to door.** There will be at least one (1) walkway directly from the street to the major-functional entry of any building or use oriented along the street system.

   Similarly, building entrances will facilitate store patrons to pass-through commercial units to/from the sidewalk along the street frontage to/from the rear or side parking lot; and residents, to/from the sidewalk adjacent the street or building through residential units to/from common areas on the property.

2. **Adjacent to building.** In parking *lots* containing one hundred (100) spaces or more, parking is prohibited adjacent to the front of the *building* unless separated from the building by a walkway in combination with a minimum fifteen-foot (15′) wide landscaped area.

3. **Between buildings or uses.** All walkways between residential units or other buildings within a residential development will comply with accessible design provisions.

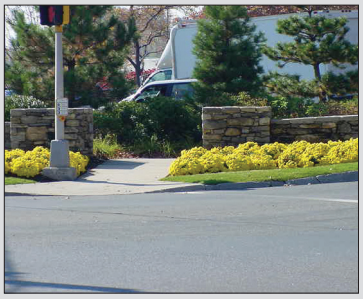
4. **From or through parking lot.** Provide walkways and ramps for multi-modal stops.

5. **Through site.** Where there is no through-street, there will be at least one intra-neighborhood connection through the site every eight hundred feet (800′) or at intervals matching abutting through-streets, whichever is smaller, to any adjacent business, street, neighborhood or resource within one-quarter (1⁄4) mile of the site, except where physically constrained.

B. **Materials.** Walkways will be constructed of concrete.

C. **Width.** The minimum width will be: 5 feet

Create a "safe haven" for pedestrians crossing the street.



Create a series of "way finding" cues throughout any development and into the surrounding neighborhood.

Transition a walkway pursuant to State standards for handicap accessibility where it intersects with a street or internal drive aisle of a parking lot.

Provide walkways to adjoining lots with similar existing or potential *uses* to discourage in-car "hops" between businesses.

Purposefully incorporate and delineate safe walkways through parking lots to building entrances.

walkway from Stage Road to store

Avoid parking spaces that obstruct the view of vehicles turning into and out of parking aisles.

Provide queuing space at traffic lights, stop signs, intersections, pick up areas or *drive-through windows* where motor vehicles may line up one behind another.

parking aisle with two outlets

Use signs or markers as necessary to ensure efficient traffic flow within all parking lots and between any the lot and the public street serving the lot.

Wherever possible, direct traffic toward perimeter drives, from parking areas or parking aisles – away from the primary flow of pedestrian traffic between parking spaces and *building* entrances.

62.3.2 Perimeter Drive

Provide a perimeter *drive* giving access to parking aisles and parking spaces.

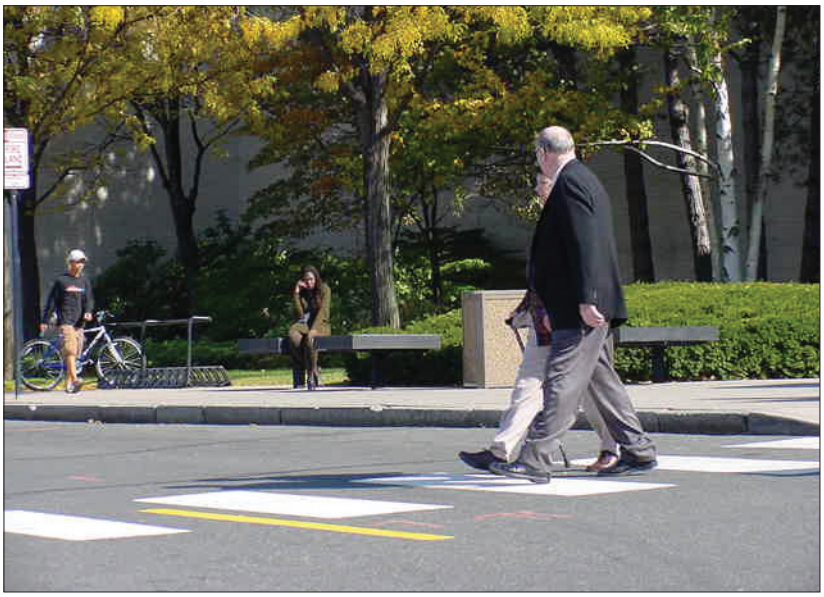
Where topographic and other conditions permit, provision will be made for circulation *driveway* connections to adjoining *lots* of similar existing or potential *uses* when the *driveway* connections will facilitate fire protection services or when the *driveways* will enable the public to travel between two *uses* open to the public without need to travel on a public *street*.

To the greatest extent possible, neither perimeter drive nor parking aisle will dead-end without provisions made for present or future connection to an adjacent lot.

62.3.3 Parking Aisle

A. **Width.** The access aisles will be not less than:

Two-way, perpendicular parking	24 feet
One-way, angled parking	16 feet



62.3.4 Off-Street Loading Requirements

- ☐ Are loading spaces located in the least conspicuous area on the lot as possible?
- ☐ Does the loading area integrate into the overall building design and architecture?
- ☐ Are loading areas screened or enclosed in ways to conceal materials awaiting loading or unloading?

A. **Location.** No off-street loading space will be located in the area required for *setback* from a *street line* or any residence district boundary line; in Restricted Business B-3 or Industrial I Districts, no space will be located in the area required for *setback* from a property line.

Locate truck loading areas adjacent to the area or doors that will be used for the loading and unloading of goods and supplies.

B. **Dimensions.** Every loading space will have suitable access and slope to accommodate a truck forty feet (40′) in length and will have the shape as to contain a rectangle not less than twelve feet (12′) in width and forty feet (40′) in length, with a vertical clearance of not less than sixteen feet six inches (16′6″).

Provide a space of greater dimension if necessary for the type of truck serving the *uses* proposed.

C. **Number.** In the case of industrial, commercial or other *uses* served by regular truck traffic, space will be provided for the loading and unloading of trucks at a rate of one space for each fifteen thousand square feet (15,000 s.f.) of *gross floor* area or fraction thereof.

The foregoing loading requirement is a minimum, and the Commission may require additional loadings paces where the nature of the development, its location or any unique feature of the surrounding area requires additional loading space.

The one (1) required loading space may be eliminated when the *gross floor* area of the building is less than 15,000 s.f. and the applicant demonstrates that the loading space is unnecessary or impractical for the *use* and its reduction will not pose circulation or traffic congestion.

Minimize visibility of trucks and loading from the street, and avoid interrupting the flow of vehicles in access drives or interior aisles.

62.4 Parking of Automobiles

- ☐ Is adequate parking provided based on the use of the site?
- ☐ Has the applicant considered alternatives to traditional parking lots that can lessen and improve parking congestion for not only the site but the general area?

Separate off-street parking from the *building* served in a way as to assure safe movement of pedestrian traffic to all major functional entrances of the *building*.

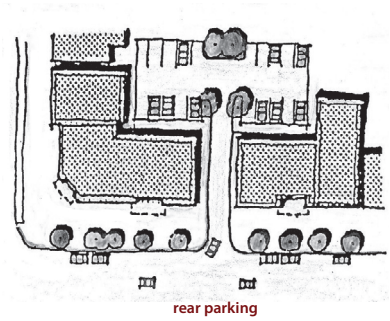
The parking of automobiles is permitted as an accessory use customary with and incidental to a principal use permitted in any district, as well as a principal use in permitted as a Special Exception *use* in the Shopping Center Business B-2, Gateway Business B-4 and Industrial I Districts.

62.4.1 Location

- ☐ Can shared parking support adjacent uses with varying peak hours?
- ☐ Could adjacent complimentary uses result in one trip to two locations?
- ☐ Can impervious surfaces be reduced by parking allowed to remain "in reserve"?
- ☐ Does the parking structure harmonize with adjacent architecture and enhance the visual appeal of the streetscape?

access drive between Main Street storesa

A. **Parking lot.** Locate a majority of any parking at the rear or sides of a building on a lot; then, facilitate residents or store patrons to pass from the rear or side parking or communal space through residential or commercial units to the front entrance and out onto the sidewalk.



rear parking

Locate a parking garage in the center of a block or behind an existing building or liner building to minimize visibility from public streets.

B. **Parking structure.** Parking structures will meet all applicable setbacks in the underlying district. The structure will be located in an area least conspicuous from any street so that the overall impact is not in sharp visual contrast with the surrounding area.

Avoid blank walls – emphasize vertical articulations to break up the mass of the façade along a street or alley.

Any wall facing a *street* will have no more lineal feet of uninterrupted, blank wall in any horizontal direction than the greatest vertical *height* of the same wall of the building but not toexceed twenty feet (20′) of uninterrupted blank wall in any horizontal direction.

Include a bicycle rack and a bus stop shelter adjacent to the pedestrian entryway of the parking structure to promote multi-modal transportation.

Pedestrian entries to the garage will be clearly visible and located on the corners of the structure facing the street for easy accessibility and identification. Vehicle entrances/exits to the garage will be clearly marked

Hide or screen interior vehicle ramps to the greatest extent possible from the exterior.

with minimal directional signage aspermitted in these design standards. Transition areas between vehicle, bicycle and pedestrian travel ways will be easily identifiable both inside and outside of the structure.

Interior illumination of parking decks and interior directional signage will not be visible from the exterior of the structure.

C. **On-site modifications.** Required parking facilities will be located on the same *lot* as the *building* or *use* for which they are required, except as noted below:

1. **Joint use of parking lot.** In a multiple or mixed-use development where there are two (2) or more *uses* with either a) different users with different operating hours or b) the same users for similar operating hours, which allows the utilization of the same parking spaces and, thus, reduces demand.

2. **Reserve parking.** In commercial and industrial *districts*, where the *gross floor area* on a site exceeds twenty thousand square feet (20,000 s.f.), the Commission may authorize the substitution of a reserve parking area in lieu of up to twenty percent (20%) of the required number of marked spaces.

   The enforcement Officer will report to the Commission any findings that the number of marked parking spaces is inadequate for the actual use or if the condition of the reserve parking area creates a public nuisance. The Commission, at its discretion, may notify the owner of the property that the reserve area must be properly maintained or must be fully or partially developed as a parking area within six (6) months of notification. Failure of the owner to comply with this requirement may be grounds for revocation of the Certificate of Zoning Compliance and render the property in violation of zoning regulations.

3. **Shared parking lot.** The Commission may authorize abutting landowners to utilize one common parking area on either property, provided that the common parking area will contain the minimum number of spaces required by these regulations for each *use* collectively. Each property owner will sign a formal shared parking agreement that will run with the land binding present and future owners to allow common *use* of the parking area and requiring the owners to a portion of the costs of maintenance of the common parking areas and to delineate the location of the cross-access easement area, including walkways, on the shared parking site plan to indicate that vehicular cross-patronage among the adjacent uses will located within a maximum walking distance of five hundred feet (500′).

Joint Parking

With approval of the Commission, reduce the number of required spaces when on-site parking is shared among uses.

Design reserve parking area an integral part of the overall parking layout – accessible from the marked parking areas, reasonably direct access to building entrances and available for overflow during peak traffic periods.

Locate reserve parking on reasonably flat, well-drained land capable of being suitably grassed or landscaped, kept free of obstructions and easily maintained.

Share parking where a *use* is located near a another *use*, such as a church or other place of assembly, that is not in operation during the same hours or days as the first *use*, and the other use is willing to make its parking available to the first *use* through written agreement.

parking shared at the back of Main Street stores

Demonstrate safe pedestrian travel between the municipal *use* and the lot on which the alternate parking will be located.

The surface of the alternate parking and the route to the destination will be safely passable in all weather for pedestrians, wheelchairs, strollers or similar devices that are customarily used on public sidewalks.

The Katharine Hepburn Cultural Arts Center

Vehicles and Traffic

Chapter 202 of the Town Code authorizes the Department of Police Services to enforce the prohibition against parking on town streets or roads in places other than where designated.

D. **Off-site exceptions.** Parking facilities will be located on the same *lot* as the *building* or *use* for which they are required, except as noted below:

1. **Alternate municipal parking.** The Commission may authorize that no more than fifty percent (50%) of the required off-street parking for any permitted *principal use* of the Town of Old Saybrook located in the Business B-1 District and Residence A District to be located at an alternate site within one thousand (1,000′) of the *lot* in any other district on any Town or State-owned property or under license agreement to the Town from a private property owner. All handicapped parking must be located on the *lot* where the use is located. If any of the parking spaces required to support the use is more than one thousand feet (1,000′) from the *use*, then shuttle transportation will be required.

2. **Special event parking.** The Commission may permit an alternate parking lot located more than one thousand feet (1000′) away in any other district for special events on the conditions that the Town arranges for shuttle transportation from the alternate parking lot to the *lot* on which the special event is to occur and that *use* of the alternate parking lot does not interfere with traffic flow or any other activities already occurring at the alternate parking lot. Temporary handicapped parking may be permitted on the alternate parking lot in accordance with State regulations to accommodate the special events.

   The Town may apply for a one time site plan approval from the Commission for each alternate parking lot, which site plan approval will be valid for one (1) year and renewed annually for subsequent years; the Commission may deny the request for annual renewal if it finds the alternate parking lot arrangement is not operating in accordance with the provisions of this section. The Commission may by resolution delegate renewals to the Enforcement Officer. The site plan must designate shuttle drop-off/pick-up areas located to provide safe movement for pedestrian traffic. The Town must provide a list of the events to the Commission on January 2nd of each year in addition to an approval letter from the Police Department and written consent from the owner or lessee in possession of the alternate parking lot site. Additional events will be submitted thirty (30) days prior to the event except under extenuating circumstances.

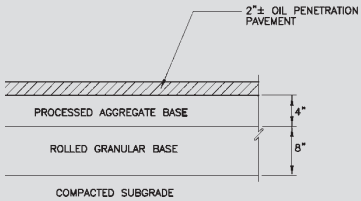
3. **Town center parking.** For *lots* fronting on Main Street between the Boston Post Road and Pennywise Lane, the Commission may credit on-street parking spaces located directly in front of the *lot* toward the total number of parking spaces required for a particular *use*.

motorcycle parking

62.4.2 Construction

☐ Is the site and access to buildings "barrier-free" to increase the range of accessibility to living, working and shopping without needing a vehicle?

☐ Has every opportunity for shared, reserve or alternative parking and curb cuts in an effort to reduce stormwater run-off from impervious surfaces?



pavement detail

A. **Dimensions.** Each space will have a minimum width of nine feet (9′), minimum length of eighteen feet (18′)and minimum vertical clearance of not less than seven feet six inches (7′6″), except as follows:

1. **Parallel space.** Spaces located parallel to an access or circulation *driveway* will have a minimum width of eight feet (8′) and a minimum length of twenty-two feet (22′).

2. **Compact automobile space.** Where a *use* is under single proprietorship and the total number of off-street parking spaces required by the *use* is greater than one hundred (100), the Commission may authorize a portion of the required number of parking spaces not to exceed ten percent (10%), with a minimum width of eight feet (8′) and a minimum length of fifteen feet (15′), to accommodate smaller automobiles.

3. **Handicap-accessible space.** Each site will have a minimum of one (1) space reserved for *use* by physically handicapped person as designated by the State of Connecticut Building Code.

Place a sign at each space to identify as handicapped parking, van accessible, if applicable, and a warning of monetary fine for any violation of use.

Install downward-lit, shielded parking lot fixtures to eliminate glare and light spillage over property lines.

parking lighting on Boston Post Road East

pathway lighting at the Town Hall

Minimize light trespass from the site to avoid contributing to the phenomenon of "sky glow" caused by cumulative sources of light pollution.

Increase night sky access, improve nighttime visibility and protect nocturnal habitats.

B. Lighting

- ☐ Does the parking area provide sufficient security lighting?
- ☐ Are the watts or fixtures excessive or unnecessary for the proposed use?
- ☐ Does site or auto light pose harmful glare or infringe on the privacy of neighbors?

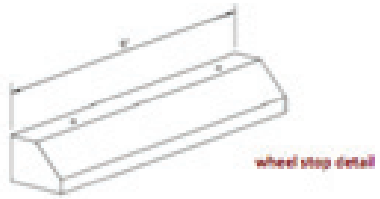
All on-site parking, including but not limited to associated access, circulation drives/aisles, walkways, building entrances will be lighted to provide safety and security in an efficient and convenient manner.

1. **Number.** Adequate lighting will be provided for all parking areas of more than twenty (20) spaces, except where the Commission determines a parking area is unlikely to ever be used at night.
2. **Location.** Each interior parking lot light poles or walkway lamp post will be located a minimum of five feet (5′) from any curb to protect it from damage by head-in parking hanging over the curb; a minimum of three feet (3′) for angled parking.

   The concrete base of any light pole or lamp post will be flush with the surrounding ground, painted a dark color and surrounded by low shrubs or other ground cover to blend into a landscaped area.

   There will be no building mounted flood lighting, except downcast or cut-off fixtures with fully-shielded light sources necessary for ingress or egress from the building.
3. **Height.** No lamp or pole will exceed fourteen feet (14′) in height.
4. **Timing.** Lighting will be photo-cell operated by daylight sensors.

C. **Marking.** All required parking areas and fire lanes, except those approved as part of a reserve parking area will be marked by painted lines maintained in good condition, or by curbs, or by other means to indicate individual spaces.



D. **Grading.** Every parking space will have suitable access and slope to accommodate an automobile.

E. **Materials.** Any parking lot that serves more thantwenty (20) cars will be surfaced with bituminousconcrete unless otherwise approved.

F. **Drainage.** Parking areas will be graded and drained to dispose of all surface water in accordance with all drainage design standards established by these regulations or by any other Town code or regulation. No drainage will be allowed to cross any sidewalk areas.

1. **Non-point source pollution.** The Commission encourages low impact development (LID) and technical standards for drainage design to reflect new technologies for controlling the rate, volume or quality of stormwater runoff from parking.

Use wheel stops or other appropriate provisions to prevent vehicles from overhanging walkways or from rolling or damaging trees or other landscaping materials.

Surface and maintain all off-street parking areas with durable and dustless all-weather material.

Stormwater Quality Manual

Consult the 2004 *Connecticut Stormwater Quality Manual* for guidance in protecting the waters of the state from the adverse impacts of post-construction stormwater runoff.

Pervious Pavement

With approval of the Commission, use pervious surface materials for all or part of a parking area as a part of an overall drainage design that minimizes concentration of stormwater runoff.

62.4.3 Operations and Maintenance of Parking

☐ Does the layout of parking reflect the operational needs of the use?

☐ Does the Statement of Use include a schedule of site maintenance?

All on-site parking lots or structures, including but not limited to associated access, circulation drives/aisles and walkways, will be maintained in a clean, well-kept manner.

Maintain walkways, sidewalks and street corners as a direct continuation of the pedestrian's travel path – uncluttered by signs, paper boxes, tree branches and the like.

A. **Snow removal.** An open, unrestricted area for sufficient for the storage of snow will be reserved between the curb and the perimeter landscaping at the end of all turnarounds. This area will be delineated on the site plan as free from obstructions including, but not limited to, parking spaces, parking aisles, landscape islands, light poles, sidewalks, walkways, bike racks, loading areas and trash receptacles.

Minimize the cost of pavement repairs by regularly removing abrasive materials that can degrade pavement.

B. **Sweeping.** The entire paved area, including curb lines, corners and areas under parked vehicles, will be swept/vacuumed each seasonally to effectively remove leaves, sand, glass, bottles, cigarettes, paper and other common debris. Similarly, walkways will be kept free of barriers, obstacles and hazards.

C. **Trash removal.** Trash cans, dumpsters will be emptied on a regular basis to eliminate undesirable factors related to poor sanitation practices: odors, insects, overflow. Large, unwanted items typically deposited in loading areas, such as broken skids, bindings, plastic and metal pieces, will be picked up and discarded.

D. **Shopping cart corral.** Any shopping cart corral or carriage return within a parking area will be placed in any location central to the parking lot itself and convenient for patrons. Advertisements are prohibited on any shopping cart corral.

Include a designated location for a donation drop-off box whether or not currently planned to avoid the requirement to modify parking or landscaping plan at a future time.

E. **Donation drop-off box.** An area for no more than two (2) donation drop-off boxes for clothing and other charitable contributions may be designated on any site in a non- residential district. Donation drop-off boxes will be located in a safe, easily accessible location that does not obstruct parking spaces or circulation drives. The required number of parking spaces will not be reduced by the presence of any donation drop-off box; a drop-off box will not be included in calculating the maximum *building/structure coverage*.

62.4.4 Off-Street Parking Requirements

- ☐ Is there enough on-site parking to support the use?
- ☐ Does the nature of development, its location or other unique features require additional parking?
- ☐ Is employee parking provided?

In determining the appropriate parking requirements to be applied to a specific *use*, the decision of the Commission will be final.

A. **Additional spaces.** The Commission may required additional parking spaces where the nature of development, its location, or other unique features requires additional parking.

B. **Unlisted uses.** *Uses* not specifically listed in this section will be determined by the Commission based on parking requirements for a listed *use* of similar characteristics or upon reference to recent parking standards of the Institute of Traffic Engineers or other recognized source.

C. **Mixed Use.** In *buildings* or on *lots* containing a mix of *uses*, spaces for residential *use* will be specifically designated.

D. **Multiple use.** In *buildings* or *lots* containing multiple *uses*, the Commission will apply the appropriate standard to each *use* and will aggregate the total parking spaces required.

E. **Parking spaces for physically handicapped.** Required handicapped parking spaces will be considered part of the number of parking spaces required under these regulations and not in addition.

F. **Employee parking.** For retail and service establishments and for other *uses* with a frequent exchange of customers or patrons, designate employee parking remotely from entrances so as to retain closer spaces for customers or clients.

Round up to the next highest number where fractional spaces result from calculation of parking space requirements.

Provide sufficient on-site parking for residential uses to accommodate both residents and guests.

62.4.5 Residential Uses

☐ Is there enough parking for residents, visitors and maintenance/repair personnel?

The following off-street parking requirements are minimum requirements:

A. **One or two dwelling unit.** Two (2) spaces for each *dwelling unit*; *driveways* or garages may be included as required space.

B. **Three or more dwelling unit.** One and one-half (1½) spaces for each efficiency or one *bedroom* unit and two (2) spaces for each unit of two (2) *bedrooms* or more; *driveways* or garages may be included as required space.

C. **Elderly housing.** One (1) space for each efficiency unit or one (1) *bedroom* unit, and one and one-half (1½) spaces for each two-*bedroom* unit.

D. **Professional office or home occupation in a dwelling unit.** Two (2) spaces, in addition to spaces required for the *dwelling unit*.

E. **Renting of rooms.** One (1) space per boarder in addition to spaces required for the dwelling unit.

62.4.6 Non-Residential Uses

☐ Is there enough parking for tenants, employees, patrons, visitors or others who can be expected to visit the site?

These parking requirements are in addition to any space that is required for storage of trucks or other vehicles used in connection with a commercial or industrial use:

A. **Business office.** One (1) space per two hundred square feet (200 s.f.) of *gross floor area* for *buildings* under ten thousand square feet (10,000 s.f.) in area, and one space per one hundred seventy-five square feet (175 s.f.) of *gross floor area* for *buildings* ten thousand square feet (10,000 s.f.) and over in area.

B. **Personal service establishment.** Generally, one (1) space per one hundred fifty square feet (150 s.f.) *gross floor area*, except for the *uses* listed below:

   1. **Undertakers establishment.** One (1) space per seventy-five square feet (75 s.f.) of parlor or chapel area, or one (1) space per each four (4) seats.

   2. **Medical or dental office or clinic.** One (1) space per two hundred square feet (200 s.f.) of gross floor area.

   3. **Repair shop (excluding automotive repair).** One (1) space per two hundred square feet (200 s.f.) of *gross floor area*, with a minimum of three (3) spaces.

C. **Financial institution.** One (1) space for every two hundred fifty square feet (250 s.f.) of *gross floor area* or four (4) spaces per teller window, whichever is greater, and two (2) additional spaces per automated teller machine.

D. **Retail store.** Generally, one (1) space for every one hundred seventy-five square feet (175 s.f.) of *gross floor area*, except for the uses listed below:

   1. **Supermarket.** One (1) space for every two hundred square feet (200 s.f.) of *gross floor area*.

   2. **Convenience store.** One (1) space per one hundred square feet (100 s.f.) of *gross floor area*, with a minimum of five (5) spaces.

3. **Furniture, appliance, carpet or hardware store** (requiring significant display areas for large merchandise items). One (1) space per four hundred square feet (400 s.f.) of *gross floor area*.
4. **Lumber and building materials business.** One (1) space per five hundred square feet (500 s.f.) of *gross floor area* and outside display area.
5. **Bowling alley.** Four (4) spaces for each lane.
6. **Shopping center**. Parking for *shopping centers* will be provided at a ratio of one (1) parking space for each one hundred seventy-five square feet (175 s.f.) of *gross floor area* in the *shopping center*, with a minimum of one hundred twenty-five (125) spaces. This requirement is instead of other individual parking ratio requirements for individual uses. For the purposes of establishing off-street parking requirements,a *shopping center* lot must contain no less than two (2) acres of land and have not less than twenty thousand square feet (20,000 s.f.) of *gross floor area*.

E. **Motor Vehicle Services**

1. **Gasoline station (no repair facilities).** One (1) space per fuel nozzle plus one space per fifty square feet (50 s.f.) of useable *gross floor area*.
2. **Automotive service station (limited repairs).** Two (2) spaces per service bay; in addition, space will be provided for an additional three (3) vehicles per bay stored on the premises for servicing. The vehicle storage space need not meet the dimensional. Requirements for aisles and storage parking space dimensions may be reduced to not less than eight feet (8′) by fifteen feet (15′). Storage space must meet buffer requirements.
3. **Automotive repair shop.** Two (2) spaces per service bay; in addition, space will be provided on the *lot* for an additional four (4) vehicles per bay stored on the premises for servicing. The vehicle storage space need not meet the dimensional requirements for aisles, and storage parking space dimensions may be reduced to not less than eight feet (8′) by fifteen feet (15′). Storage space must meet buffer requirements.

4. **Motor vehicle sales.** One (1) space per five hundred square feet (500 s.f.) of enclosed *gross floor area* and one (1) space per three thousand square feet (3,000 s.f.) of outdoor display area.

F. **Restaurant.** One (1) space for every three (3) seats, with a minimum of ten (10) spaces for each *restaurant*, except for the uses listed below:

1. **Fast food restaurant.** One (1) space per fifty square feet (50 s.f.) of *gross floor areas*, with a minimum of ten (10) spaces.

2. **Restaurant with take-out window.** In addition to *restaurant* parking that is otherwise required, ten (10) spaces for each take out window. If the window provides drive through service, the spaces will be arranged so as not to impede pedestrian or vehicular circulation of the site or on any abutting *street*.

3. **Nightclub, bar or pub.** One (1) space for every fifty square feet (50 s.f.) of area open to the public.

G. **Educational Institutions**

1. **Elementary or junior high school.** Two (2) spaces per classroom plus one (1) space for every four (4) seats in the auditorium, gymnasium or other place of public assembly.

2. **High school.** Six (6) spaces per classroom plus one (1) space for every four (4) seats in the auditorium, gymnasium, cafeteria or other place of public assembly.

3. **Day care center or nursery school.** One (1) space per every five (5) children of licensed capacity, plus one off-street passenger loading place for every six (6) children of licensed capacity.

H. **Place of worship.** One (1) space per every three (3) seats in the main assembly hall, plus parking as required for any other related *uses*.

I. **Residential life care facility.** One-third (1/3) parking space will be provided for each *assisted living unit*. There will also be one (1) space for each peak hour employee. An additional twenty percent (20%) reserved parking area is also required.

J. **Convalescent center or nursing home.** Two (2) spaces per every three (3) patients of maximum licensed capacity.

K. **Hospital**. One and one-half (1½) spaces per bed, plus one (1) additional space for every one hundred fifty square feet (150 s.f.) of *gross floor area* dedicated to outpatient services.

L. **Theater, auditorium or other place of assembly having fixed seats.** One (1) space for every four (4) seats, with a minimum of twenty (20) spaces.

M. **Other places of public assembly or public recreation, including library, museum or art gallery.** One (1) space for every four (4) legal occupants under the Connecticut State Fire Safety Code.

N. **Marina.** Three quarters (¾) of a space for each *boat* slip or rental *boat*, and three quarters (¾) of a space for each commercial mooring, with separate space provided for parking of *boat trailers* and storage of dinghies.

O. **Manufacturing or industrial plant.** One (1) space for each eight hundred square feet (800 s.f.).

P. **Research or development facility.** One (1) space per each three hundred square feet (300 s.f.) of *gross floor area*.

Q. **Warehousing or other enclosed storage use.** One (1) space for each one thousand two-hundred square feet (1,200 s.f.) of *gross floor area*.

R. **Hotel, motel, boarding or lodging house or similar building.** One and one-quarter (1¼) spaces for each room, plus spaces as required for other related *uses*, including *restaurant* and places of public assembly.

S. **Membership club, lodge or community house.** One (1) space per each two and one-half (2½) users who could be utilizing the premises at any one time, plus one (1) space for each seat provided for spectator observance. If a *restaurant* or a place for public assembly is included in the facility, additional parking will be provided in accordance with the requirements for the related *uses*.