

SECTION 8

OFF STREET PARKING AND LOADING FACILITIES REGULATIONS

8.1 Applicability

1. No land shall be used and no building shall be erected, enlarged or used in any district in the city, except as provided in Section 8.1.2 and 8.1.3 below hereinafter, unless off-street parking and loading facilities are provided in accordance with the requirements of this section.
2. Structures and land uses in existence or for which building permits have been issued at the date of adoption of this ordinance shall not be subject to the requirements of Section 8 so long as the kind or extent of use is not changed so that the changed or enlarged use would require an increase of more than twenty-five (25) percent in the parking facilities required in this Section, whether such increase occurs at the time or in successive stages, provided that any parking facilities now serving such structures or uses shall not in the future be reduced below such requirements.
3. Whenever there is an alteration of a structure, addition of a new structure, or a change or extension of use which increases the parking requirements by twenty-five (25) percent or more according to the standards of Section 8, whether such increase occurs at one time or in successive stages, the total parking required for the entire structure or use shall be provided in accordance with the requirements of this section.

8.2 Numbers of Required Off-Street Parking Facilities

1. No reduction in the number of off-street parking stalls which are required by this section shall be allowed and no existing off-street parking stalls shall be eliminated unless replaced by an equal number of off-street parking stalls designed in accordance with the requirements of this section; except that the elimination of existing parking stalls which are in excess of the number required by this section is permitted.
2. All required parking facilities shall be provided and maintained so long as the use exists which the facilities were required to serve. Reasonable precautions shall be taken by the owner or operator of particular facilities to assure the availability of required facilities for the employees or other persons whom the facilities are designed to serve. Required parking stalls shall be used only for the purposes of providing parking for residents or occupants of the building which they serve.

3. Thirty (30) percent of the recommended number of off street parking spaces may be spaces for small or compact cars. Such stalls must be clearly identified by signs and/or markings as compact stalls.
4. The minimum number of parking stalls to be supplied for each type of building or land use shall be in accordance with the following requirements. Where the computation results in a fractional number, the fraction over one-half shall require one space.
5. Schedule of minimum numbers of Required Off Street Parking Stalls for following uses:

<u>USE</u>	<u>NUMBER OF OFF-STREET PARKING SPACES REQUIRED</u>
Single or two family dwelling	Two per dwelling unit
Multi family dwelling	Two per dwelling unit (Amended from 1 1/2, December 5, 1989)
Hotel, motel or lodging house	One per sleeping room and one for each three employees on the largest shift.
Hospital, nursing home or other care facility	One per each three beds and one per each three employees on the largest shift.
Extended Care Facility	1.8 space per dwelling unit, provided that Assisted Living residences shall have 0.70 space per unit and 1 visitor space per 10 units (added 5/24/2004, amended 12/19/2013)
Congregate Elderly Housing	1.8 space per dwelling unit (added 5/24/2004)
Retail, financial institution or service establishment	One per 200 sq. ft. of net floor area on the ground floor, and one per 350 sq. ft. of net floor area above and below the ground floor. (Amended 9/22/92)
Office or professional building, except medical	One per 350 sq. ft. of net floor area (Amended 9/22/92)
Medical Office Building	Four for each office used by a physician, doctor or other medical professional, and one for each three employees in any laboratory or pharmacy included in such building.

Storage warehouse and manufacturing facility	One for each three employees employed or anticipated to be employed on the largest shift; not less than one per 400 sq. ft. of net floor area in manufacturing, and not less than 1 per 800 sq. ft. in warehousing. (Amended 11/20/90 and 9/22/92)
Restaurant, full-service and Restaurant, fast food	12 parking spaces per 1000 square feet of net floor area. (amended 4/28/2000; amended 7/28/2003)
Auditorium, theater or places of public assembly.	One for each three patron seats, and one for each three employees on the largest shift. (Amended 4/28/2000)
Cafeteria or other food service establishment intended to serve primarily the occupants of an office building or buildings or group of such buildings.	None in addition to the requirements of the office or industrial building or buildings.
Mixed Use	In the case of a combination in a single integrated development of two or more of the above uses, the City Council may give a special permit under the requirements of Section 11 to reduce the total number of required stalls but in no case may such reduction exceed one third of such total.
Automatic Teller Machine (ATM), Freestanding	2 (5 minute) spaces for each ATM machine. Spaces must be located within 100 ft of the ATM machine. (added 7/28/2003)
Other uses	Spaces sufficient to accommodate on the site all users of the facility, as established through documentation submitted to satisfy special permit or site plan review requirements, whichever may apply, or if no such requirements apply, documentation to the satisfaction of the Building Commissioner.

8.3 Off Street Parking Facilities Required

Off street parking facilities shall be provided on the same lot with the principal use, except that:

1. Within any R3, R4, Business, Mixed Use, Industrial, or Office Park district, the City Council, by Special Permit, may allow the parking facility requirements to be met on a lot separate from the use to be served, if such facilities are located within five hundred (500) feet of the use to be served, and if the City Council finds that suitable arrangements, such as ownership, long term lease or easement, have been made to assure the permanent provision of the parking facilities;
2. Within the B-D District, municipal parking facilities may be substituted for the required off street parking for non-residential uses, if such facilities are located within five hundred (500) ft. of the use to be served;
3. Within the B-D District, the City Council, by Special Permit, may allow municipal parking facilities to substitute for the required off street parking for residential uses under this Section if it imposes, as a condition of approval, the non-waivable fee required by Section 8.3.4 below and makes the following findings:
 - a. That the municipal parking facilities are located within five hundred (500) feet of the use to be served;
 - b. That the proposed combination of on-site, off-street parking spaces and municipal parking spaces is available and adequate to serve the proposed development; and
 - c. That reliance on municipal parking facilities will not create an undue burden on the municipal parking facilities.
4. If a Special Permit is granted to allow municipal parking facilities to substitute for required off-street parking for residential uses in the B-D District, it shall be conditioned on the payment of a fee equal to Four Thousand Five Hundred Dollars (\$4,500) for each space in a municipal parking facility that substitutes for a required off-street parking space. The City Council shall not have the authority to vary or waive the fee, either in whole or in part, for any project. The payment of a fee shall not act as a guarantee that future tenants of the residential development shall be entitled to the reservation or designation of a parking space or spaces.

All such fees shall be deposited in a separate "Downtown Parking Enhancement Fund" to be established in the City Treasury and administered by the Treasurer/Collector. Funds deposited in this account shall only be used for costs incurred by the City in acquiring, designing, constructing and/or reconstructing land and facilities that increase the supply of parking within the B-D District. Expenditure of funds from this account shall only be authorized by a 2/3 vote of the City Council.

(amended 11/22/2013; amended 9/7/2017)

8.4 Design and Layout of Required Parking Facilities

1. Dimensions

1. Parking stall, standard: minimum of nine (9) feet in width, eighteen (18) feet in length
2. Parking stall, compact car: minimum of eight (8) feet in width, sixteen (16) feet in length
3. Parking stall, retail; minimum of ten (10) feet in width, eighteen (18) feet in length
4. Parking stall, handicapped: minimum of twelve (12) feet in width; eighteen (18) feet in length

2. Minimum and Maximum Entrance and Exit Driveway Widths:

The term “entrance and exit driveway” as used in this Section shall mean the location at which the driveway meets the street, and shall not mean the driveway(s) interior to the site.

Minimum Driveway Width: For both residential and commercial developments, the minimum driveway width shall be twelve (12) feet.

Maximum Driveway Width: For residential and commercial developments, the maximum driveway width shall be as follows:

Residential: Maximum driveway width of twenty-four (24) feet. For a detached two-family dwelling in the R-2 zoning district, the maximum driveway width serving the lot shall be forty-eight (48) feet. (amended 5/26/2009)

Commercial Developments of less than 15,000 square feet: Maximum driveway width of twenty-eight (28) feet of pavement width, leading to an intersection having a radius of ten (10) feet.

Commercial Developments of greater than 15,000 square feet: Maximum driveway width of twenty-eight (28) feet of pavement width, leading to an intersection having a radius of thirty (30) feet.

Notwithstanding the provisions of this section, the maximum pavement width may be increased and/or the minimum required driveway radius may be reduced for multi-family dwellings and commercial developments only, if so authorized by Special Permit issued by the City Council pursuant to this Section 8.4.1.2 or if shown on a plan approved by either the City Council or the Planning Board.

Neither the City Council nor the Planning Board shall have the authority to modify the dimensional requirements for entrance and exit driveways servicing one-family and two-family dwellings.

Note: All driveways shall be subject to the additional regulations set forth in Section 5.2.4 hereof.

(Amended 9/30/1999; amended 10/6/2016; amended 4/4/2017)

- 4) Distance between driveways on a single lot: Minimum of fifty (50) ft. for a corner lot; thirty for an interior lot measured at the front lot line.
- 5) Distance between driveways and curb line of an intersecting street: Minimum of twenty five (25) ft., measured at the front lot line.

2. Setbacks

- 1) No parking stall shall be set back less than five (5) feet from a lot line.
- 2) No parking stall shall be permitted within the required front yard setback in any industrial, mixed use, office park, or multi family residential district, nor within five (5) feet of the front lot line in any business district.
- 3) Driveways shall be located so as to minimize conflict with traffic on public streets and where good visibility and sight distances are available to observe approaching pedestrian and vehicular traffic.
- 4) Parking facilities shall be designed so that each vehicle may proceed to and from the parking space provided for it without requiring the moving of any other vehicle, except for a parking facility providing valet parking or a parking facility in which spaces are assigned to occupants of the building served by the parking facility.

8.5 Lighting, Surfacing, and Maintenance

1. All parking facilities which are used at night shall have security lighting.
2. All artificial lighting shall be arranged and shielded so as to prevent glare from the light source onto adjacent streets and properties.
3. Parking facilities shall be surfaced, graded and drained to the satisfaction of the city engineer.

4. Parking facilities shall be surfaced with asphalt, concrete, or other durable material, except that less durable surfacing materials may be used on emergency access driveways and portions of the parking facility designated for infrequent overflow parking. on sites where ground recharges, desirable crushed stone may be used for a surface, with approval of the conservation commission.
5. Paved surfaces shall be marked with four-inch painted lines or some other permanent curb or marking system so as to clearly indicate the stall to be occupied by each vehicle.
6. Parking facilities shall be designed to provide proper drainage.
7. Curbing, wheel stops, guard rails, or bollards shall be placed at the edges of surfaced areas, except driveways, in order to protect landscaped areas.
8. Parking facilities shall be kept clean, plowed and free from rubbish, debris, and snow. All plant materials shall be maintained in a healthy condition and whenever necessary shall be replaced with new plant materials to insure continued compliance with any applicable screening requirements. All surfaces, lighting, fences, barriers, and walls shall be maintained in good repair and whenever necessary shall be replaced.

8.6 Screening and Landscaping

1. Screening. Outdoor parking facilities containing more than five (5) stalls shall be screened from abutting properties used for residential purposes, as set forth below, except where buffer areas are provided to meet the requirements of Section 6.2.6.
 - 1) Screening materials shall be located along the perimeter of the parking facility abutting the lot in residential use. Screening shall consist of one or a combination of the following:
 - I) A strip of at least five (5) feet in width of densely planted shrubs or trees which are at least three and one-half ft. high at the time of planting and are of a type that may be expected to form a year-round screen.
 - II) A wall, barrier, or fence of uniform appearance. Such wall, barrier or fence may be opaque or perforated, provided that not more than fifty (50) percent of the face is open. There shall be a landscaped strip with a minimum width of three (3) feet between the base of the wall, barrier, or fence and any abutting property. The wall, barrier, or fence shall be at least three (3) feet and not more than six (6) feet in height.
 - III) A landscaped earthberm at least three (3) feet in height and eighteen (18) feet in width.

- 2) Every effort shall be made to retain existing trees.
 - 3) The screening as required herein shall be located so as not to conflict with any corner visibility requirements or any other city ordinances. Such screening may be interrupted by entrances or exits.
2. Interior Landscaping Outdoor parking facilities containing twenty (20) stalls or more shall contain interior landscaping in accordance with the following requirements:
- 1) An area of interior planting equivalent to at least five (5) percent of the area of the parking facility shall be distributed within the parking facility and landscaped and continuously maintained. This requirement shall be in addition to requirements for open space and screening along the perimeter of a parking area.
 - 2) An interior planting area shall consist of at least twenty (20) square feet. At least one tree shall be planted in each such planting area and there shall be at least one tree for every ten (10) parking stalls.
 - 3) Trees required by the provisions of this section shall be at least three (3) inches in caliper at the time of planting and shall be species characterized by rapid growth and by suitability and hardiness for location in a parking lot.
 - 4) Bumper overhang areas shall be landscaped with stone, woodchips, low plantings or other materials that will not be damaged as a result of bumper and oil drippings.
3. Exception to the area and landscaping requirements in Section 8.6.2 may be granted by Special Permit if the City Council finds the amount, placement and type of landscaping proposed will be equal or superior in visual appearance than if the requirements were strictly adhered to.

8.7 Off Street Loading Requirements

1. Numbers of Required Off Street Loading Spaces

1) Table of Off Street Loading Requirements

Number of bays required for new or expanded uses by gross floor area of structure

(in thousands of square feet)

	Under 5	5-50	51-100	101-150	151-30"	over 300*
Retail trade, Wholesale and storage, Transportation terminal, Manufacturing, Public utility	0	1	2	3	4	1

Business services Office building, Hotel, Motel, Boarding House, Hospital and related facility, Research laboratory	0	1	1	2	3	1
Recreation, Institution	0	0	1	1	2	1

*for each additional 150,000 square feet

- 2) Where the computation of required loading bays results in a fractional number, only the fraction of one-half or more shall be counted as one bay.
- 3) Loading facilities shall not be reduced in total extent or usability after their installation, except when such reduction is in conformance with the requirements of this section.
- 4) The loading spaces required for the uses listed in the above schedule shall in all cases be on the same lot as the use they are intended to serve. In no case shall the required loading spaces be part of the area used to satisfy the parking requirements of this ordinance.
- 5) Where retail, or other stores are designed or constructed as a group or as unified building, the aggregate of individual stores shall be treated as one building for the purpose of calculating off-street loading facilities.
- 6) Where mixed uses occur, off-street loading facilities shall be the sum of the requirements for the several individual uses computed separately, except that such facilities may be reduced by special permit from the City Council.

2. Design of Off Street Loading Spaces

- 1) Each required loading bay shall not be less than ten (10) feet in width, thirty-five (35) feet in length, and twelve (12) feet in height, exclusive of driveways.
- 2) Maneuvering space shall be located entirely on the lot with immediate and direct ingress to the building intended to be served. All loading facilities shall be designed

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with appropriate means of vehicular access to a street or alley as well as maneuvering area, and no driveways or curb cuts providing access to such loading facilities shall exceed twenty-eight (28) feet in width.

- 3) No driveway shall be located within twenty-five (25) ft. of a curb line of an intersecting street.

- 4) Driveways serving a single lot must be at least fifty (50) ft. apart for a corner lot and thirty (30) ft. apart for an interior lot.
- 5) Loading facilities shall be screened along perimeter abutting residential properties as provided in Section 8.6.1.
- 6) Off street loading bays may be enclosed in a structure and must be so enclosed if the use involves regular night operation, such as that of a bakery, restaurant, full-service, hotel, bottling plant, or similar uses and if the loading space is located within one-hundred (100) feet of a residential district in the City of Woburn. (amended 7/28/2003)
- 7) All driveways and loading areas shall be graded, surfaced and suitably maintained to the satisfaction of the city engineer and to the extent necessary to avoid nuisances of dust, erosion, or excessive water flow across public ways.
- 8) Any lighting shall be arranged and shielded so as to prevent direct glare from the light source onto adjacent streets and properties.
- 9) Such facilities shall be designed and used in such a manner as at no time to constitute a nuisance or hazard or unreasonable impediment to traffic.
- 10) All loading spaces shall be located to the rear and sides of the structure; no loading spaces shall be allowed to front along any roadway abutting a structure. (added 12/5/89) .
