

ARTICLE VII - OFF-STREET PARKING AND LOADING

Section 7-10 OFF-STREET PARKING AND LOADING

7-10.1 – Off-Street Parking.

Off-street parking spaces, with proper access from a street, alley or driveway shall be provided in all districts in the amount indicated in Section 7-10.2, provided that fractions of one-half or more shall be increased to the nearest whole unit, and fractions under one-half may be decreased to the nearest whole unit. Nothing in this Section shall be construed to prevent the collective provision of off-street parking facilities for two (2) or more buildings or uses, provided that the total of such off-street parking facilities shall be not less than the sum of the requirements for various individual uses computed separately.

1. *Residential Parking Waiver. Parking capacity must be provided as enumerated below or elsewhere in this ordinance, except that for residential uses the Special Permit/Site Plan approving authority (or if not applicable, the Planning Board) may, by administrative action and where no other relief mechanism is afforded, allow a reduction from the amount of off-street parking that must be physically provided in warranted cases, such as there being a limited number of bedrooms, ready transit access, suitable on-street capacity or other reason not contrary to zoning interests. (4/8/25)*

7-10.2 - Off-Street Parking Space Requirements.

1. *Buildings containing sleeping quarters shall have off street parking as follows:*
 - a. *Single and Two Family Dwellings and ADUs
(for such uses, garage and/or driveway parking may satisfy this requirement)
Rural Residential and Residence A districts: 3 spaces per non-accessory dwelling unit.
Residence B, Residence C, and all other districts: 2 spaces per non-accessory dwelling unit*

Each Accessory Dwelling Unit shall have 1 space, unless on a lot located within 0.5 miles of a lot used as a transit terminal or bus station, as defined in 760 CMR 71.00 (4/8/25)
 - b. *Multi-family uses shall have 2 spaces per dwelling unit, unless the district specifies a different factor. In the case of multi-family dwellings specifically designed for the elderly, or shared elderly housing the minimum off-street parking requirement shall be 1 space for each 4 dwelling units, regardless of the district in which it is located. (11/15/16)*
 - c. *Hotels, motels, inns, boarding and lodging houses shall have one (1) space for each rental room.*
 - d. *Hospitals shall have one (1) space for each two (2) hospital beds. Rest homes, convalescent and nursing homes, and residential rehabilitation centers shall have one (1) space for each two (2) beds.*
 - e. *Dormitories shall have one (1) space for each four (4) dormitory beds.*
2. *School buildings, up to and including ninth grade, shall have one (1) parking space for each fifteen- (15) units of classroom student capacity.*
3. *Educational facilities, tenth grade and up, shall have one (1) parking space for each ten (10) units of classroom capacity.*
4. *Bank or library buildings shall have one (1) space for each two hundred fifty (250) square feet of floor area in public use, plus one (1) space for each five hundred (500) square feet of floor area in other use.*
5. *Indoor place of assembly without fixed seats, including dance hall, skating rink, other places of amusement, shall have one (1) space for each two hundred (200) square feet of floor area in public use.*

6. *Indoor place of assembly with seating facilities including auditoriums, theaters, assembly halls, churches, arenas and convention centers, shall have one (1) space for each five (5) seats.*
7. *Bowling alleys shall have three (3) spaces for each alley.*
8. *Restaurant or similar establishment shall have one (1) space for each fifty (50) square feet devoted to patron use and one (1) space for each two (2) employees on the largest shift. Restaurants serving food for consumption outside of the main building but on the premises shall have at least forty (40) spaces.*
9. *Retail sales of furniture, automobiles, nursery stock, etc. involving usually extensive display areas in relation to customer traffic shall have one (1) space for each eight hundred (800) square feet of gross floor area in such use. In the case of outdoor sales, one (1) space for each one thousand (1,000) square feet of lot area in such use.*
10. *Other buildings for retail sales and services shall have one (1) space for each three-hundred (300) square feet of gross floor area.*
11. *Professional offices, office building, office of a wholesale or jobbing establishment, including incidental sales space, shall have one (1) space for each two hundred and fifty (250) square feet of gross floor area.*
12. *Passenger transportation terminals shall have one (1) space for each three hundred (300) square feet of public and office area.*
13. *Building for manufacture, assembly, processing or packaging shall have one (1) space for each one thousand (1,000) square feet of gross floor area, or one for each three (3) employees on the largest shift, whichever is the greater.*
14. *Storage, wholesale establishment, freight terminal and similar uses shall have one (1) space for each three thousand (3,000) square feet of gross floor area and/or of lot area in such use.*
15. *Car wash establishment shall have sufficient parking space to prevent the use of adjoining public street for storage or holding of motor vehicles before or after servicing, but in no case less than five (5) spaces per washing bay.*
16. *Funeral establishments shall have no less than twenty (20) spaces for each reposeing room.*
17. *Buildings or uses, other than specified above, shall have at least one (1) space for each one thousand (1,000) square feet of gross floor area, or lot area whichever is the greater.*
18. *No sales or servicing or dead storage of automobile or automotive equipment shall be carried on in any parking space.*
19. *Any business establishment, such as but not limited to a bank or restaurant, with a drive-up service window will provide a vehicular storage lane for no less than ten (10) cars. Free standing Automatic Teller Machines (ATM's) on pad sites (i.e. free-standing and not in conjunction or on-site with a bank building or branch facility) shall provide the following:*
 - a. *for a walk-up facility: 3 parking spaces for each ATM machine*
 - b. *for a drive-up facility: 3 stacking spaces for each ATM machine*

Any stacking spaces for the above referenced uses must be located on the site in such a manner that, when they are in use, they do not interfere with or obstruct the vehicular traffic circulation and/or use of other parking on the site. (7/15/05)
20. *Adult bookstores, theatres or dance clubs shall provide one (1) space for each 50 square feet devoted to patron use and one (1) space for each two (2) employees on the largest shift. (7/1/93)*
21. *Day Care Center and School Age Child Care Programs shall provide one space per every 2 employees and one space for every 3 children enrolled in the day care program. (9/16/93)*

22. *Family Day Care Homes shall provide one space per employee and one space per every 3 children cared for in the home. (9/16/93)*
23. *Public Utility Uses or uses that meet the requirements of 3-130.2.21 shall have one (1) space for each five thousand square feet of gross floor area for the principal building, or one for each employee on the largest shift, whichever is greater. (12/3/09)*

7-10.3 - Location and Layout.

1. Location. *All required parking shall be provided on the same lot with the main use it is to serve or, in Commercial, Business and Industrial Districts, on a lot that is in the same ownership as, and located within, three hundred (300) feet of the main use, except as provided in 7. and 8. of this Section.*

Parking required for two or more buildings or uses may be provided on the same lot as the main use or, in Business and Industrial Districts, on a lot under the same ownership in combined facilities where it is evident that such facilities will continue to be available for the several buildings or uses, except as provided in 7. and 8. of this Section. (3/17/11)

2. Size. *In a parking lot or parking building up to sixty percent (60%) of the parking bays must be 9 feet by 19 feet in size. The remaining forty percent (40%) may have a reduced bay size of 9 feet by 16 feet to accommodate smaller cars. These bay sizes are exclusive of adequate driveways and aisles which must have direct access to a street or alley. In the case of perpendicular parking, a minimum aisle width of twenty-four (24) feet must be maintained. Bumper or wheel guards will be provided when needed.*
3. Lighting. *All artificial lighting used to illuminate any parking space or spaces shall be arranged that all direct rays from such lighting fall entirely within such parking space or spaces.*
4. Screening. *In the case of any use in a Residential District for which five (5), or more parking spaces are required, all parking spaces not within a building shall be provided with a suitable fence, wall, or evergreen planting at least five (5) feet in height, designed to screen noise, odors, visibility and headlight glare, and located between such parking spaces and any other lot in a Residence District that abuts directly or across a street.*
5. Landscaping. *All open air surface parking areas shall be landscaped in the following manner in order to facilitate traffic channelization and control, to minimize heat and urban amenities:*
 - a. *Parking areas with a capacity of fifteen (15) parking spaces or less shall be excluded from the provisions of this sub-section.*
 - b. *Parking areas with a capacity of more than fifteen (15) and less than seventy-five (75) parking spaces shall be landscaped a minimum of three (3) feet wide around the perimeter of any lot abutting a street. In addition, adequate bumpers or berms shall be installed to prohibit projection of vehicles over public areas.*
 - c. *Parking areas with a capacity of more than seventy-five (75) parking spaces shall have a minimum of five (5) percent of the gross lot area devoted to landscaped open space within the parking area. In addition, landscaped islands and/or end islands shall be installed to prohibit projection of vehicles over public area. All landscaped areas in paragraph 5.b and 5.c must contain grass and live shade and/or ornamental trees with adequate spaces being left unpaved for their growth.*
 - d. *In the case of a development with a parking lot containing more than twenty five (25) cars, a site plan of the parking lot stamped by a registered professional engineer prepared, land surveyor, architect or landscape architect, will be submitted to the Planning Board. (3/17/11)*
6. Surface and Maintenance *All off-street parking facilities required by the Article shall be surfaced with bituminous concrete or its equal, drained, and periodically maintained by the owner or operator, and such facilities shall be arranged for convenient access and safety of pedestrians and vehicles.*

Section 7-10.4 - Off-Street Loading.

Adequate off-street loading and unloading space with proper access from a street, highway, common service driveway, or alley shall be provided on any lot which a business or institutional use is located. In no case shall the required space be less than requirements in Section 7-10.5. The intent is to prevent parking, unloading or otherwise encroaching on a public right of way.

7-10.5 - Off-Street Loading Requirements.

1. Every department store, freight terminal, railroad yard, hospital or sanitarium, industrial plant, manufacturing establishment, retail establishment, storage warehouse or wholesale establishment, which has as aggregate floor area of twenty-five thousand (25,000) square feet or more, arranged, intended or designed for such use, shall provide off-street loading spaces in accordance with the following table:

Square feet of aggregate floor area devoted to such use			Required number of loading spaces	
	25,000	up to and including	100,000	2
over	100,000	"	160,000	3
"	160,000	"	240,000	4
"	240,000	"	320,000	5
"	320,000	"	400,000	6
"	400,000	"	490,000	7
	For each additional 90,000 over		490,000	1 additional

2. Every auditorium, convention hall, exhibition hall, funeral home, hotel, multi-family dwelling, office building, restaurant, sports arena or institutional use, which has an aggregate floor area of one hundred thousand (100,000) square feet or more arranged, intended or designed for such use, shall provide off-street loading space in accordance with the following table:

Square feet of aggregate floor area devoted to such use			Required number of loading spaces	
	100,000	up to and including	150,000	1
over	150,000	"	400,000	2
"	400,000	"	660,000	3
"	660,000	"	970,000	4
"	970,000	"	1,300,000	5
"	1,300,000	"	1,630,000	6
"	1,630,000	"	1,960,000	7
"	1,960,000	"	2,300,000	8
	For each additional 350,000 over		2,300,000	1 additional

3. Nothing in this Section shall be construed to prevent the joint use of off-street loading space for two or more buildings or uses if the total of such spaces, when used together, shall not be less than the sum of the requirements for the various individual uses computed separately.

7-10.6 - Layout of Loading Facilities.

1. Each required loading space shall be not less than ten (10) feet in width, fourteen (14) feet in height, and of such length that any truck or trailer occupying such a space shall be located entirely on the lot with the building it is to serve, and shall not extend into sidewalks or the street. In addition, all loading areas must comply with the requirements of Section 3-140.6 Required Yards and Landscaped Areas.
2. Loading spaces may not include any of the required parking area. However, accessways and aisles may be used in common approaches to both parking areas and loading areas where approaches to both parking areas and loading areas are adequate for both.

7-10.7 - Shared Parking.

In Commercial, Business and Industrial Districts; and in Residential Districts except for residential and multi-family uses, Home Occupations and Home Based Businesses; the Planning Board may issue a Special Permit permitting the use of parking spaces for more than one use when they find that the applicant has submitted an adequate Parking Management Plan (including supportive documentation) showing that:

- a. the peak parking demand generated by the uses occur at different times, and*
- b. there will be adequate parking for the combined uses at all times (3/17/11)*

7-10.8 - Off-Site Parking.

In Commercial, Business and Industrial Districts; and in Residential Districts except for residential and multi-family uses, Home Occupations and Home Based Businesses; The Planning Board may issue a Special Permit permitting the providing of required parking for a use on a lot that is not under the same ownership when they find that the applicant has submitted an adequate Parking Management Plan (including supportive documentation) showing that:

- a. for uses in a Commercial, Business and Industrial District that the parking spaces are also located in a Commercial, Business and Industrial District, and for uses in a Residential District that the parking spaces are also located in a Residential District, unless the parking involves a municipal facility or property.*
- b. the parking is suitably located in the neighborhood in which it is proposed*
- c. the parking has adequate paving, landscaping, screening, lighting, curbing or wheel stops, and provides for safe vehicular and pedestrian circulation on the site and at all curb-cuts with abutting streets*
- d. the applicant has submitted sufficient legal documentation ensuring the provision of the parking on the parcel.*

It should be noted that said Special Permit is contingent upon the continued ability to legally use the off-site facility and that said Special Permit, and any uses dependent on it, shall terminate upon the termination of any legal agreements permitting the use of said off-site parking. The use for which the parking was being provided at the off-site facility shall cease upon the termination of said Special permit until such time as adequate parking is provided in accordance with the requirements of the Zoning Ordinance. (3/17/11)