An architectural site plan of the Southampton Village Center. The plan shows a grid of streets with various building footprints, parking lots, and pedestrian paths. The buildings are represented by simple black outlines, and the parking areas are filled with small car icons. The overall layout is a mix of residential and commercial structures.

January 07, 2013

# SOUTHAMPTON VILLAGE CENTER

Zoning & Architectural Design Guidelines

EHRENKRANTZ ECKSTUT & KUHN ARCHITECTS

**This material is based upon work assisted by a grant from the Department of the Interior, National Park Service. Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the Department of the Interior.**





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## **The Process**

The proposed zoning changes for the Village of Southampton represent the culmination of several years of work. The process started in 2009 when consensus was achieved on a Vision Plan for the Village Center's future.

The Vision Plan identified the main challenges facing the Village Center's development and addressed the community's need to create a road map for the future, one that builds on the Southampton's distinctive beauty and charm in its historic context. The Plan responds to the need to redefine existing zoning to comply with the Village Center's historic character represented on Main Street and Jobs Lane.

Once the Vision was agreed upon, the next step for the Village was to develop a concrete set of new zoning and architectural guidelines to implement the Vision and ensure it would become a reality, in accordance with historic growth patterns.

In preparing the new zoning guidelines, the Planning Commission and Trustees conducted surveys and held numerous public meetings to solicit the opinions and proposals of village residents. A parallel effort took place in the field observing existing conditions in order to determine what constitutes the Village's existing character. Research on past Village plans, proposals, and projects helped to inform the new guidelines; current technical requirements for approvals and development criteria were also consulted. All this information was then synthesized and used to develop zoning and architectural guidelines about such essential, conventional physical attributes as public rights of ways, private properties and blocks, land uses, all forms of circulation, parking, open spaces, properties, and buildings.



## The Vision

The Vision Plan expresses a widespread desire among the residents of Southampton to preserve their existing Village and its unique historic character. New development is sought that will fit in and be appropriate to the Village's building and architectural traditions. Another key goal of the Vision was to ensure that the future of the Village would be planned first and foremost for its residents (not tourists) and that the Village should cater to year-round activities and uses. Making the Village increasingly sustainable was also a central objective.

The key principles of the Vision are to:

- Preserve the Village's unique historic fabric; build new like old
- Maximize walking throughout
- Integrate circulation and parking strategy
- Maintain a year-round, central focus
- Create improved and sustainable stormwater handling
- Make art a defining Village characteristic
- Emphasize the Village streets and open spaces

Based on these principles, the Vision Plan seeks to secure the Village's future as a lively, year round, pedestrian-oriented, and sustainable community for the benefit of its residents.



## Implementing the Vision

In order to preserve its existing fabric and also to ensure the appropriate kinds of new development, the Village must pursue a broad range of actions. Many of these are public actions that will both regulate and support private, market-driven development. In some cases, the Village can pursue shorter-term public policy and administrative actions requiring no capital outlays. Other actions will require significant public capital outlays and can be staged over time. The key tools needed to realize the Village's Vision are zoning and architectural guidelines. Other implementation tools include work on parking management, traffic management, and capital planning of future infrastructure – all of which will complement and support the zoning efforts.

## The Need for Zoning Changes

The goal of the new zoning regulations is to encourage development that learns from and fits into the Village's existing character. There is no need to change either the Village's existing zoning boundaries or its current allowable densities; both already support the development goals articulated in the Vision Plan.

***Architectural Character.*** All the proposed zoning changes are based on studying what already exists in the Village. An in-depth building analysis was undertaken to understand what specifically constitutes the Village's architectural character. Most of the zoning analysis is based on Main Street and in particular, on the two opposite block frontages on Main Street near the intersection with Jobs Lane. Southampton's most important building characteristic – and one which the proposed zoning takes up in detail – is its street wall: the building wall built, in most cases, right up to the front property line. Other architectural features contributing to the Village's distinct character are taken up in the architectural guidelines attached to the zoning, to be administered by Design Review.



**Residential:** In order to restore the Village's historic mix of uses (in keeping with the Vision's focus on historic preservation), residential is reintroduced to the Southampton Village zoning. Adding residential zoning brings a number of benefits. It allows the Village to maximize its use of existing and future infrastructure, it encourages year-round activity, and it provides more opportunities for affordable housing. Residential zoning also promotes a more compact, higher-density type of development in the Village, thereby minimizing further sprawl and minimizing the loss of existing residential stock outside the Village. Lastly, residential growth within the Village center helps promote walking and bicycling, and gives people fewer reasons to own and/or use cars.

In addition to residential, hotels are introduced into the village business district to help create the desired mix of uses. Hotels, however, are not proposed to be in the historic district. Hotels, by their nature, add significant street life and village activity for all seasons, day and night. They can fit into the historic design character, as proposed in the new guidelines. They are a mix of both residential and commercial design, which is very consistent with the historic building types in the Village.

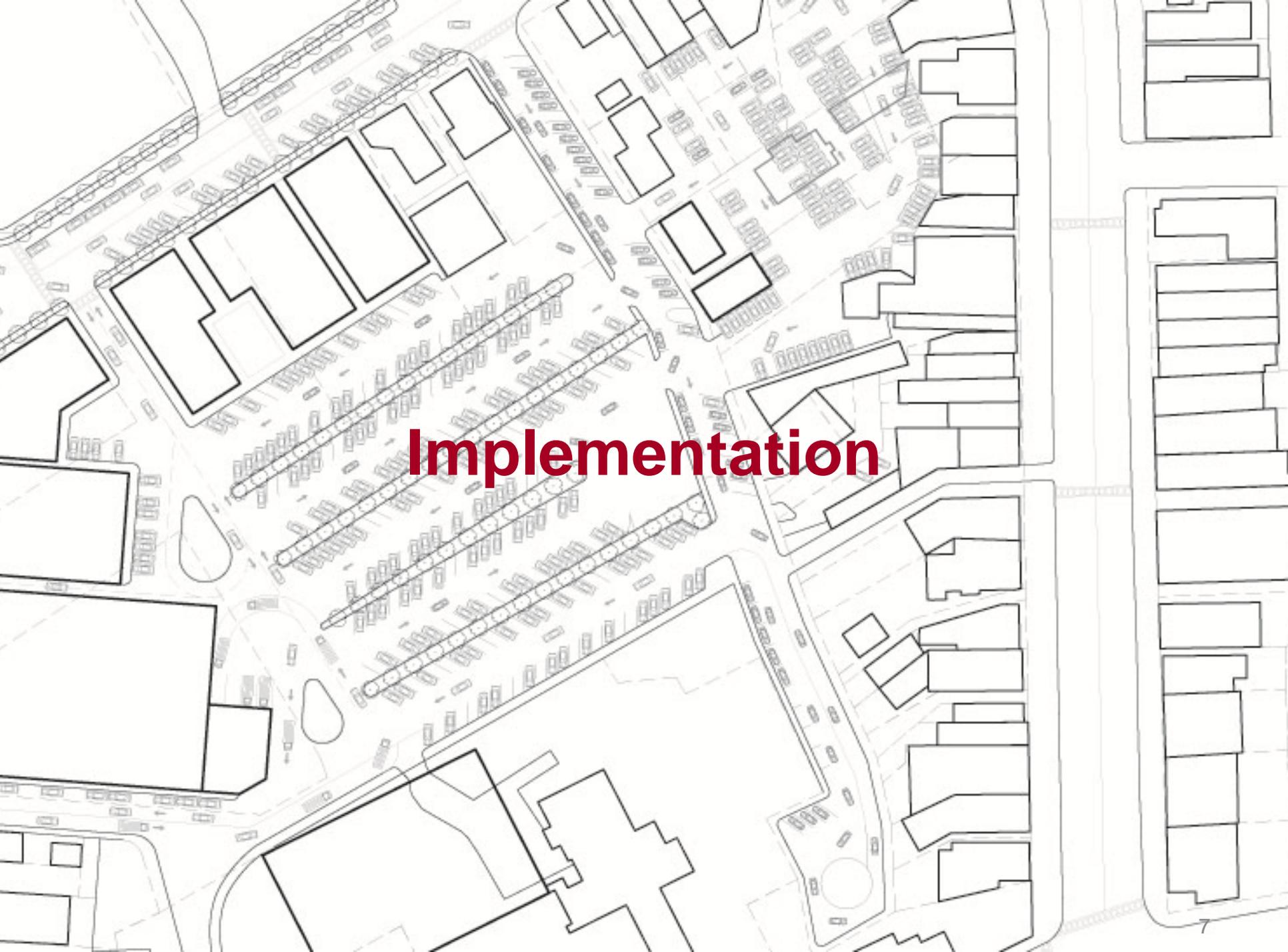
**Parking** is another critical area addressed by the new zoning guidelines. Currently, parking has a highly negative impact on the Village's historic character. Although the historic Village developed without onsite provisions for vehicles, today parking is essential – but it must be seriously rethought. Both zoning regulations and traffic management need to be coordinated and greatly improved. These guidelines propose more convenience parking on the streets as part of traffic management. They also propose more Village-owned parking and better managed parking.



## **Conclusion**

A consensus has been reached on a Vision for the Village's future in which preservation is the top priority. While the Vision Plan welcomes growth and change, they must happen in a form appropriate to the existing historic Village. To implement the Vision, the Village needs a set of new regulations, both in the form of zoning and related architectural guidelines. These new guidelines are the result of studying what constitutes the existing Village character. Implementing the Vision also depends on many other related public actions involving policy making, administrative changes, and capital projects (paid for with public funds).

The Vision Plan for Southampton Village is an ambitious projection of future growth, but one scaled according to local precedent and conventional wisdom. By defining the Village's future growth as "evolutionary," the Vision offers a way to preserve Southampton Village while building on its unique sense of place.

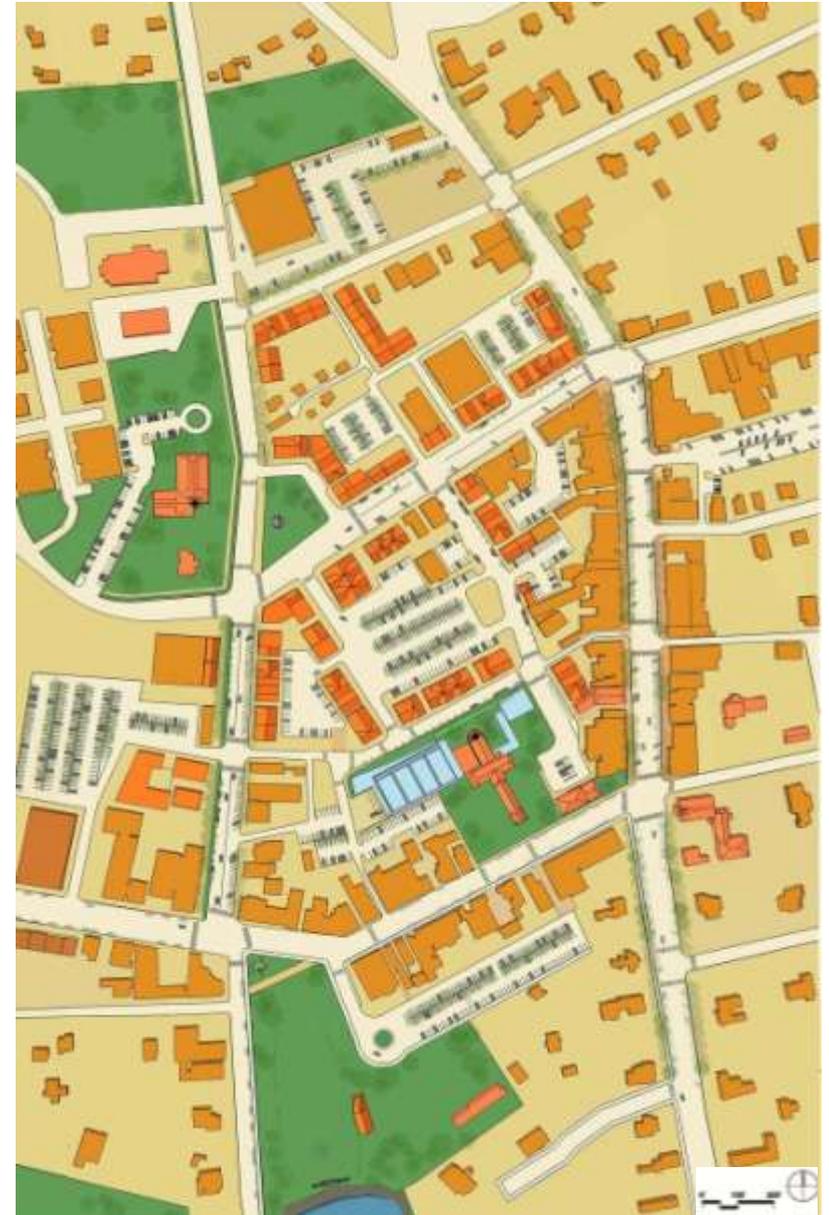
An architectural site plan showing building footprints, parking lots, and streets. The word "Implementation" is overlaid in red text in the center of the plan.

**Implementation**



## Key Principles

- Preserve the unique historic fabric; build new like old
- Maximize walking throughout
- Integrate circulation and parking strategy
- Maintain a year-round, central focus
- Create improved and sustainable stormwater handling
- Make art a defining characteristic
- Emphasize the Village streets and open spaces





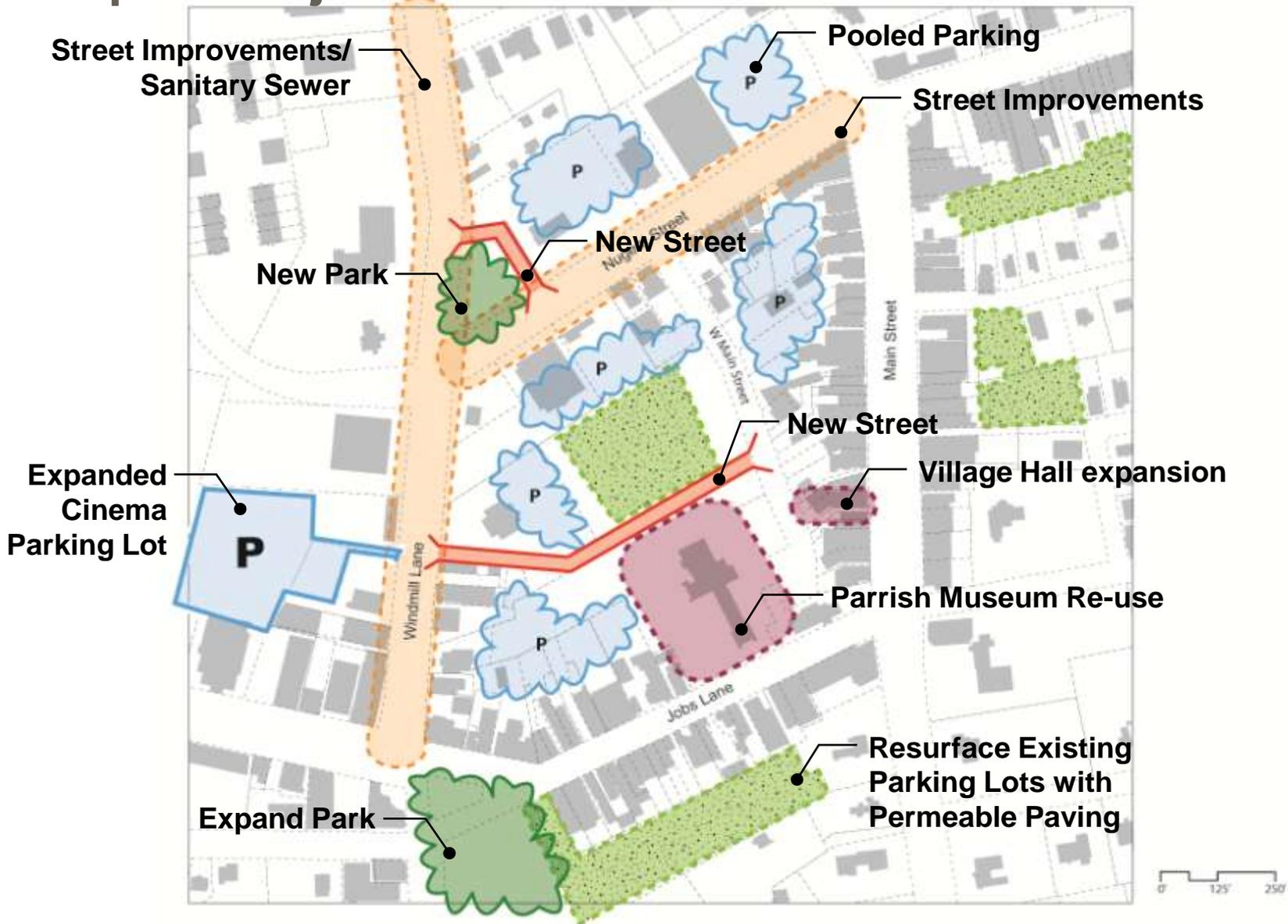
## Mapping

- **New Streets**
  - Parrish Lane from West Main to Windmill Lane
  - New street at Windmill Park
- **Closed Streets**
  - Jobs Lane south of Memorial Park
- **Parks**
  - New Windmill Park
  - Expand Agawam Park
- **Easement for Bioswale**
  - 15 foot setback on each side





## Capital Projects





## Village Managed Parking

- Maintenance and Operations
- Wayfinding
- Pricing
- On-street Parking
- On-site Pooled Parking
- Off-site Parking Lots



- On-street Parking
- Village Lot
- Potential Pooled Parking
- Access



## Traffic Management

- New Crosswalks



- ■ ■ ■ Existing Crosswalk
- ■ ■ ■ Proposed Crosswalk

- New Signalized Intersections

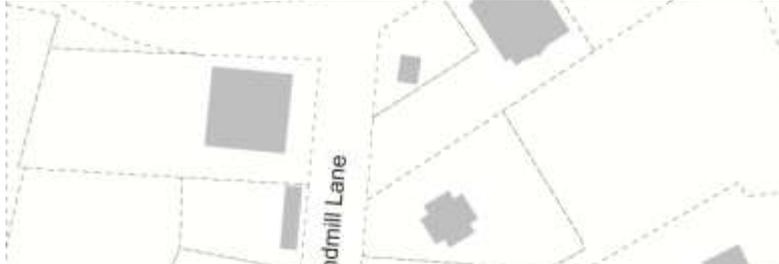


- Existing Signalized Intersection
- Possible New Signalized Intersection

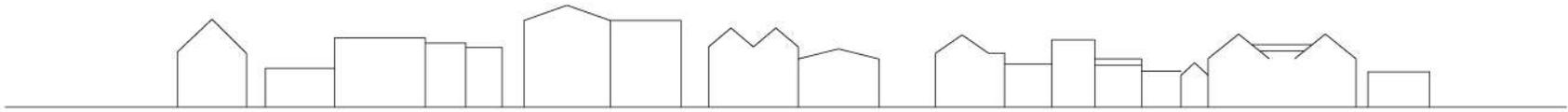
# Key Parcels for Typology Study



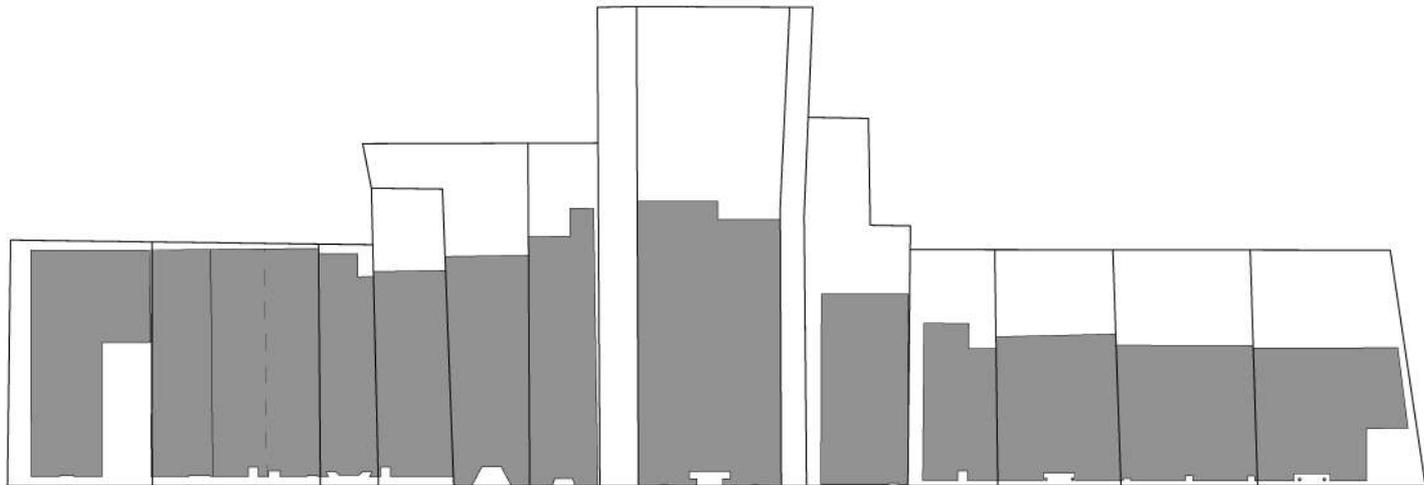
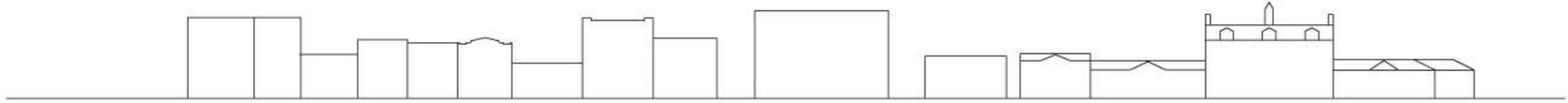
- Familiar
- Iconic
- Active
- Admired
- Relevant Density and Massing
- Mix of Uses



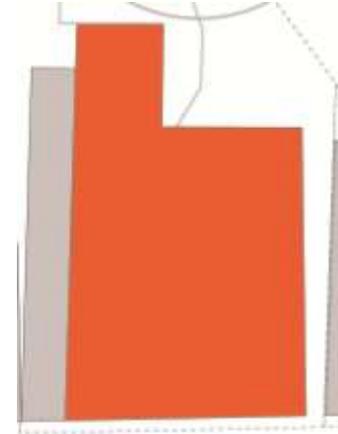
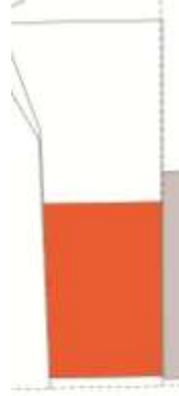
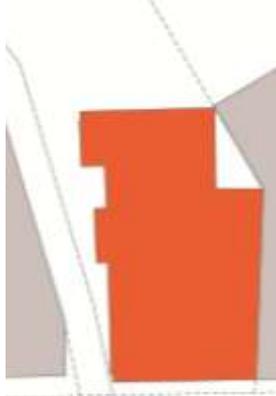
0' 60' 120' 240'



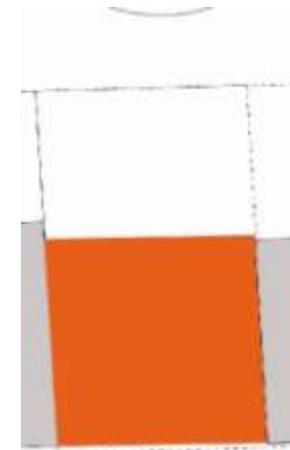
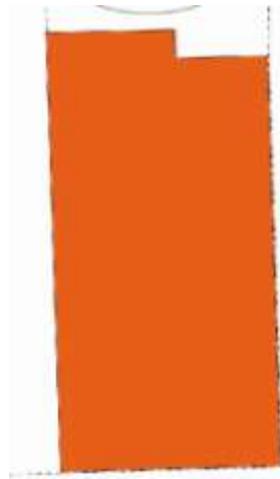
- Denser side (2 & 3 stories)
- Includes gabled, oversized houses
- Smaller properties
- Relatively dense
- Lots of ground floor changes (recesses)



- Longer buildings, wider properties
- Mercantile buildings
- One-story presence



- 2 ½ stories
- Oversized and exaggerated gables
- Ground floor nearly 100% glass; less fenestration as you move above
- Variety of domestic materials
- Oversized ground floor porches
- Symmetrical/Tripartite
- No more than 65 feet in width, max. width of single gable is 31 feet



- 2 and 3 stories
- Exaggerated horizontal roof line (cornice)
- Maximum fenestration on ground and second floor
- Masonry is dominant material
- Exaggerate height of vertical expression
- No more than 60 feet in width

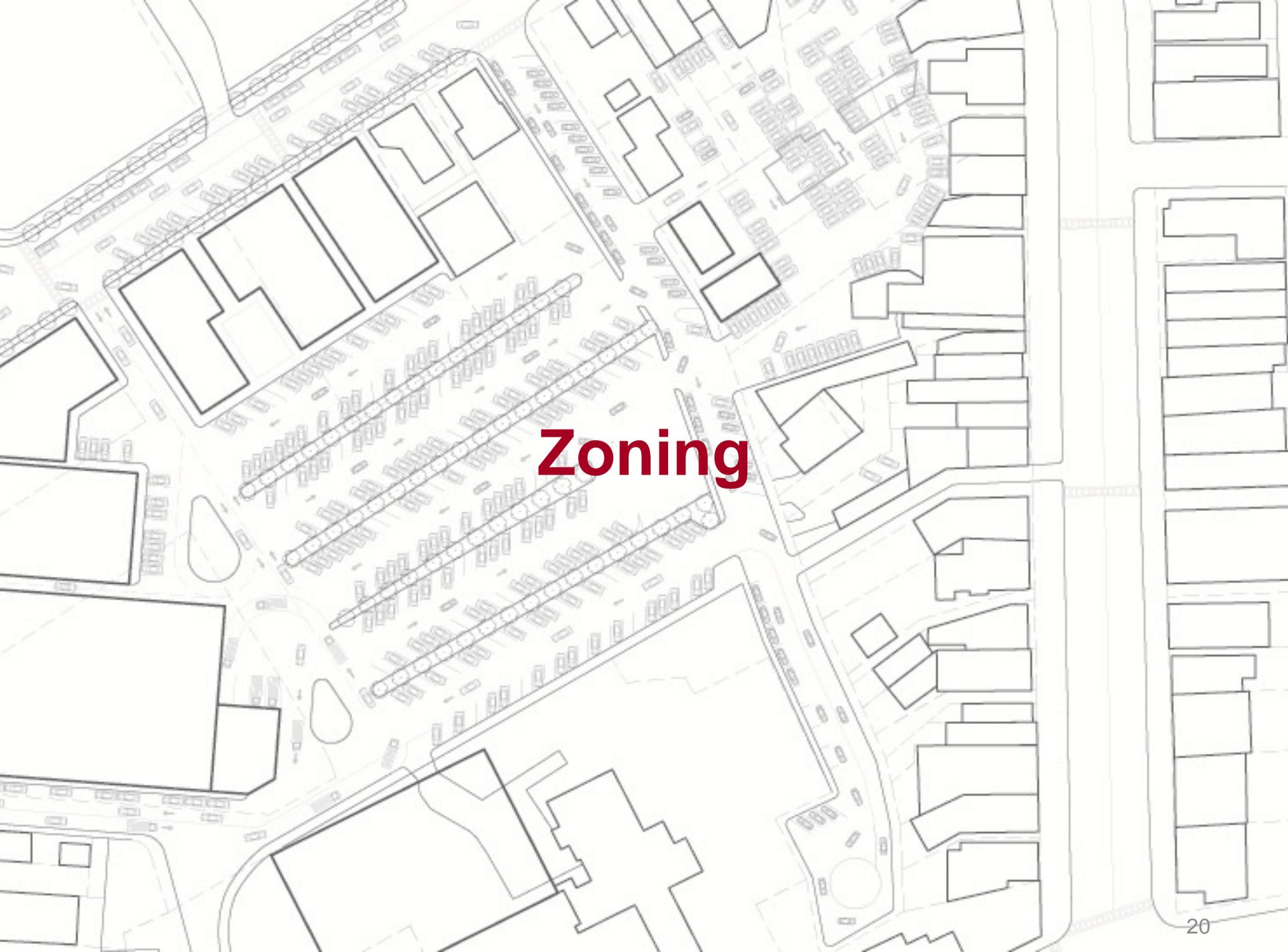


- One-story and Multi-story
- Can be subdivided
- Anchor corners
- Variation in materials





- 2.5 stories
- Enlarged domestic character
- Varied skyline
- More glass on ground story
- Wood and masonry
- Light colors

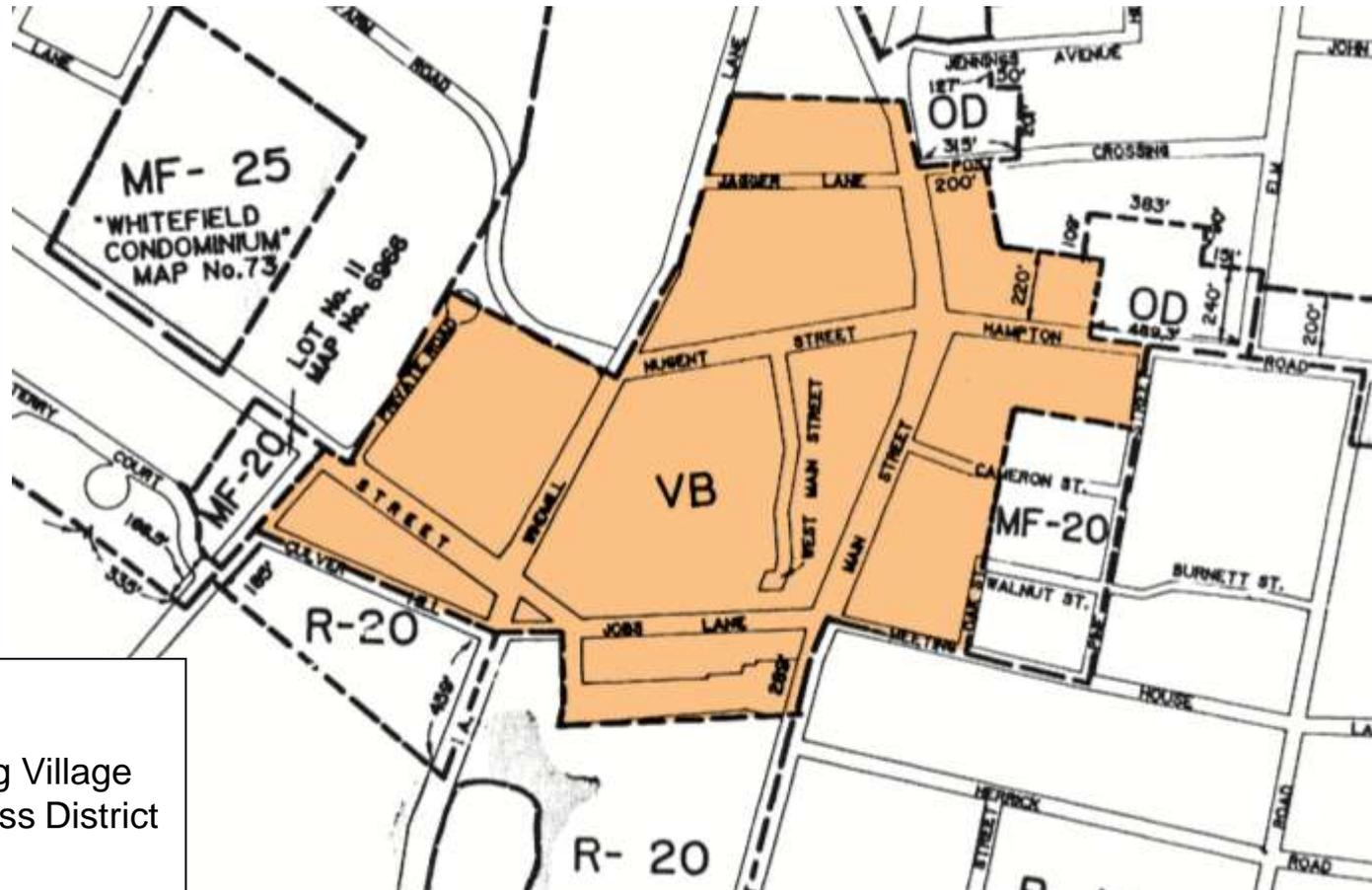


# Zoning



## Zoning

- Zoning will be modified for existing Village Business District
- There are no changes to the boundaries





## Zoning

- Massing
  - o Street Wall
    - Buildings are required to be built at the front property line:
      - At least 90% of the frontage
      - To be built at the ground level, within three feet of the property line
      - On Windmill, to be built within 3 feet of the required setback
      - Maximum setback above first story is 8 feet
    - Maximum length of continuous street wall, without a change in height, is 65 feet
    - Maximum length of one story street wall (up to 20 feet high) is 50 feet
    - Maximum length of street wall, without one story (up to 20 feet high), is 120 feet
    - The ground level street wall shall be recessed to accommodate entrances on a regular basis
      - No continuous wall without a recess can be longer than 45 feet
      - Recesses are to be a minimum of 3 feet in depth
      - Maximum depth of recess cannot exceed 12 feet



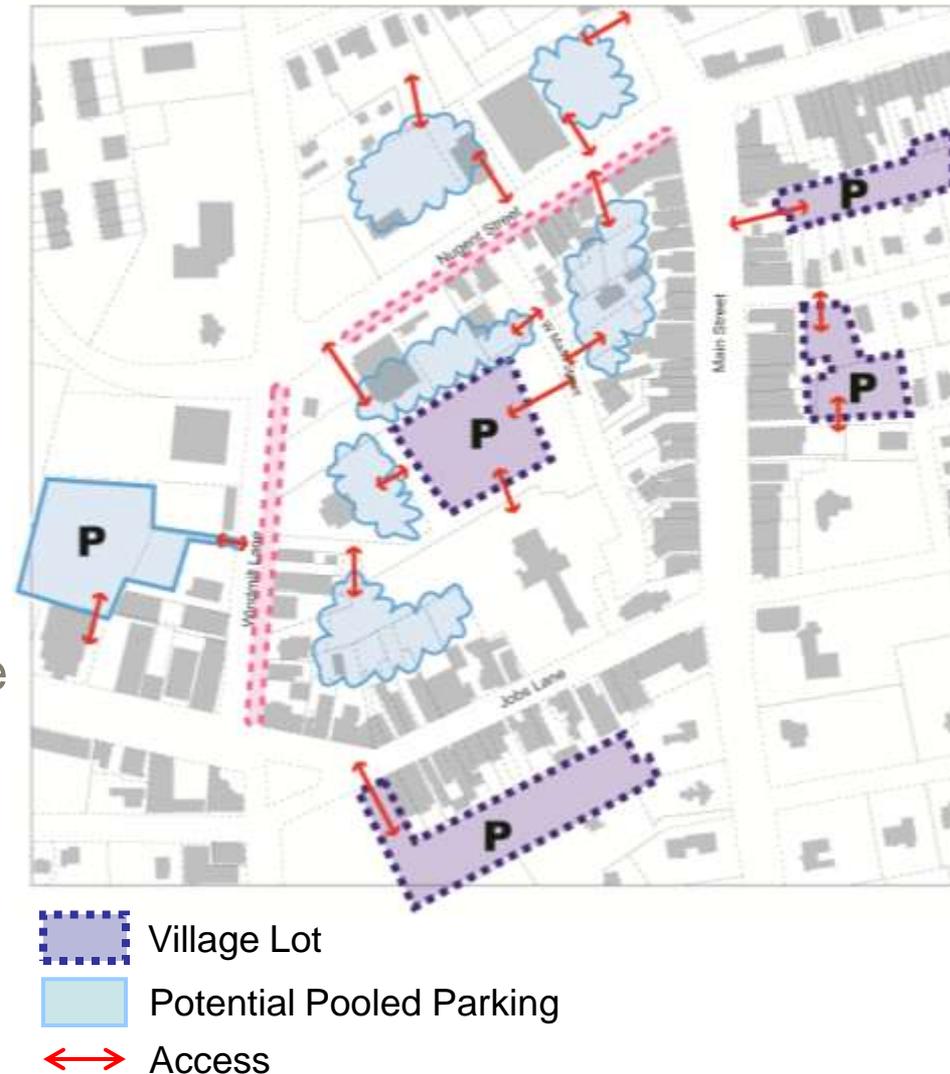
## Zoning

- Massing
  - o Height Limits
    - No building can be higher than 35 feet or 2.5 stories, except mercantile-type buildings can be three stories (up to 40 feet)
      - » No closer than 150 feet from another building above 35ft
      - » Can be no longer than 60 linear feet, at three stories
  - o Coverage
    - Maximum depth of building footprint is 120 feet from the front property line on Windmill, Nugent and Hill Streets and 75 feet on North Main, Main and Jobs Lane.



## Zoning

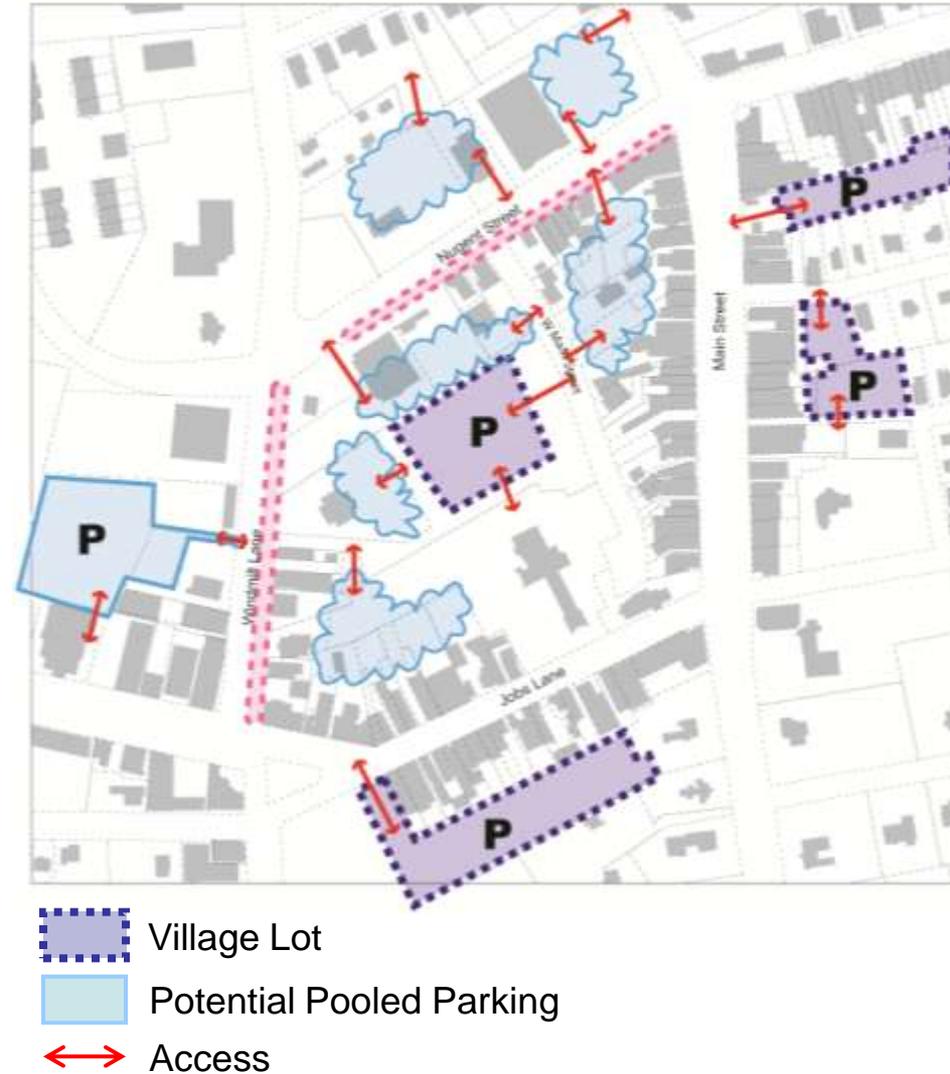
- Parking
  - o Payment to “common parking maintenance fund” being considered in lieu of normal required number of spaces
  - o Any and all open space on a parcel has to be used for pooled at-grade parking
  - o New parking is required to have permeable paving





## Zoning

- Parking Conditions
  - o 1,216 on street and off street parking spaces
  - o maximum of 74% utilized weekdays
  - o maximum of 79% utilized weekends



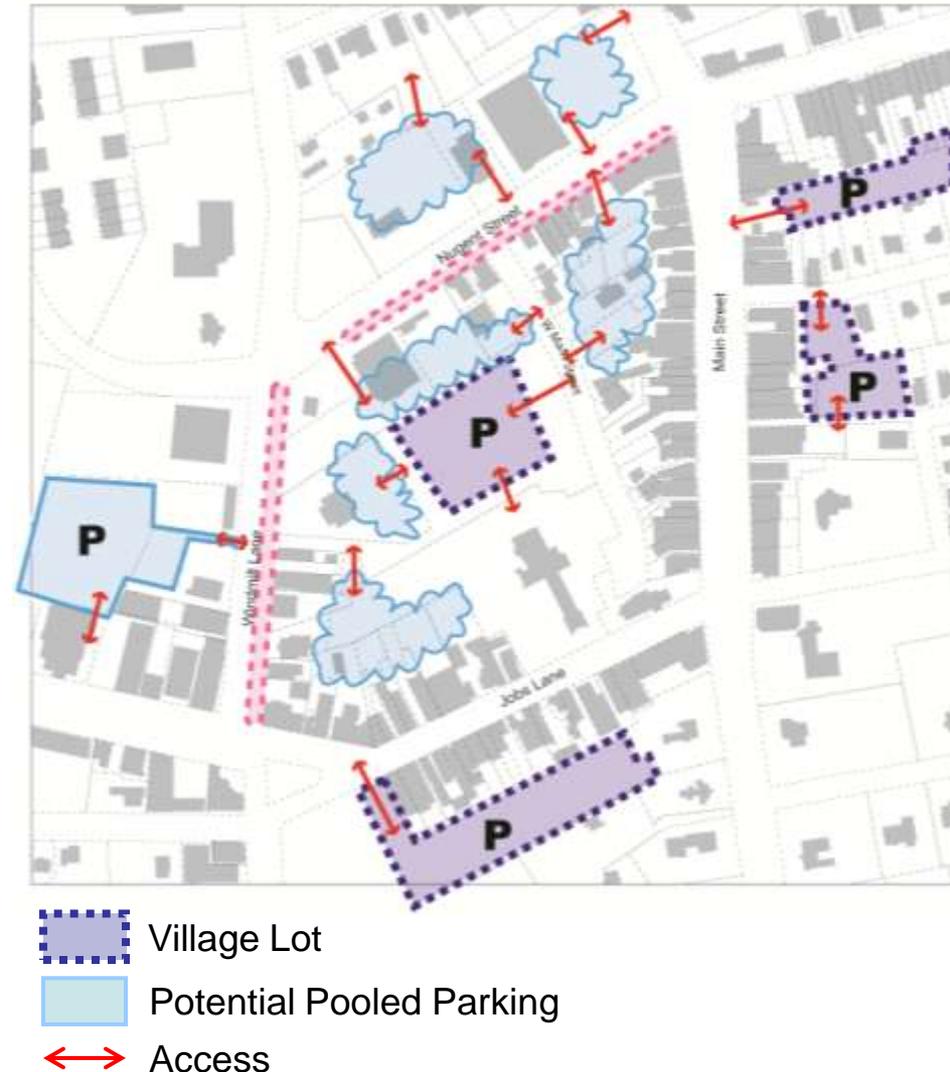


## Zoning

- Shared Parking

Parking utilized jointly among different buildings and uses to take advantage of different peaks for different uses

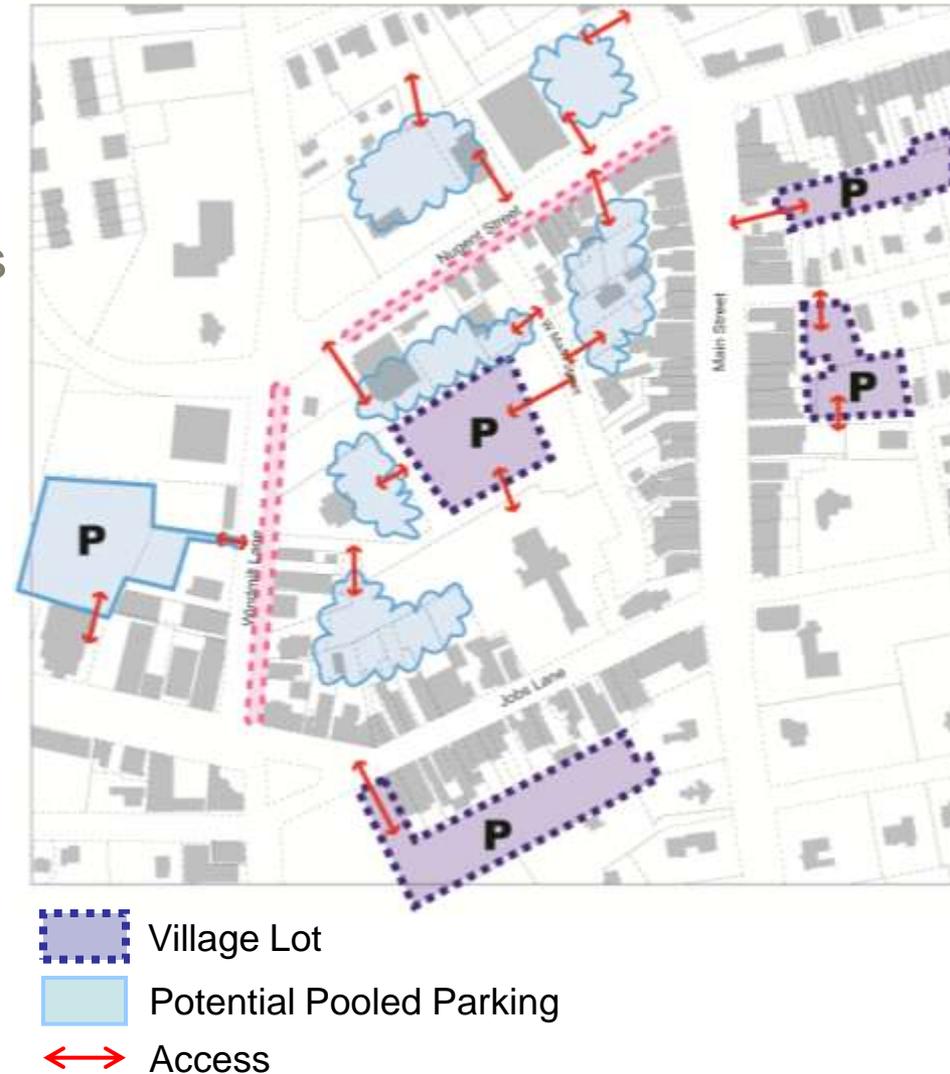
- o business peaks on weekdays
- o restaurants peak evenings and weekends
- o New use – residential peaks at night





## Zoning

- Advantages of Shared Parking
  - o More efficient use of space may yield more parking spaces in the same area
  - o Reduces traffic congestion from circuitous searches
  - o Reduce traffic volume from reparking
  - o Increases foot traffic in front of businesses

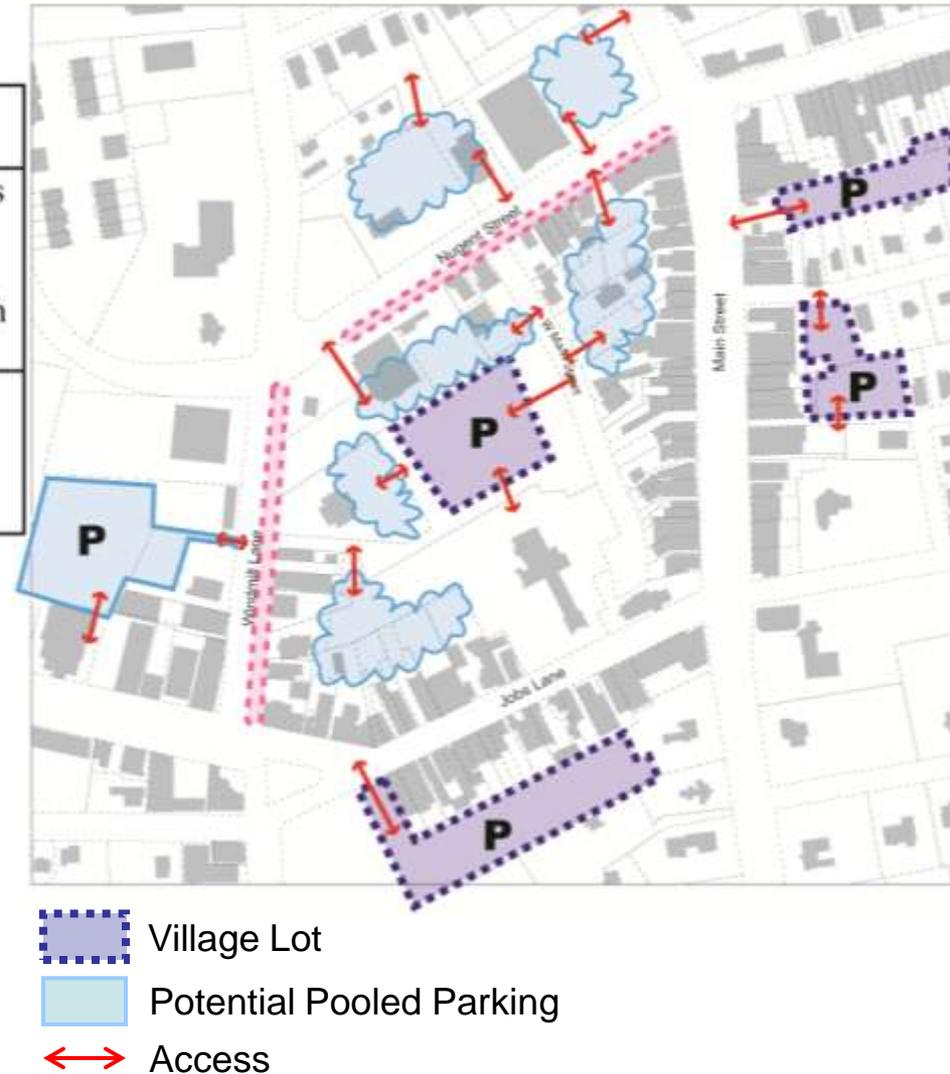




## Zoning

- Shared Parking Reductions

Use	Current Code Requirement	Shared Parking Recommendation
Apartments	2 spaces per dwelling unit	1 space for 1 bedroom units 1.5 spaces for 2 bedroom units Additional .5 space for each additional bedroom
Offices and Retail	1 space per 180 square feet (5.55 spaces per 1,000 square feet)	3 spaces per 1,000 square feet





## Zoning

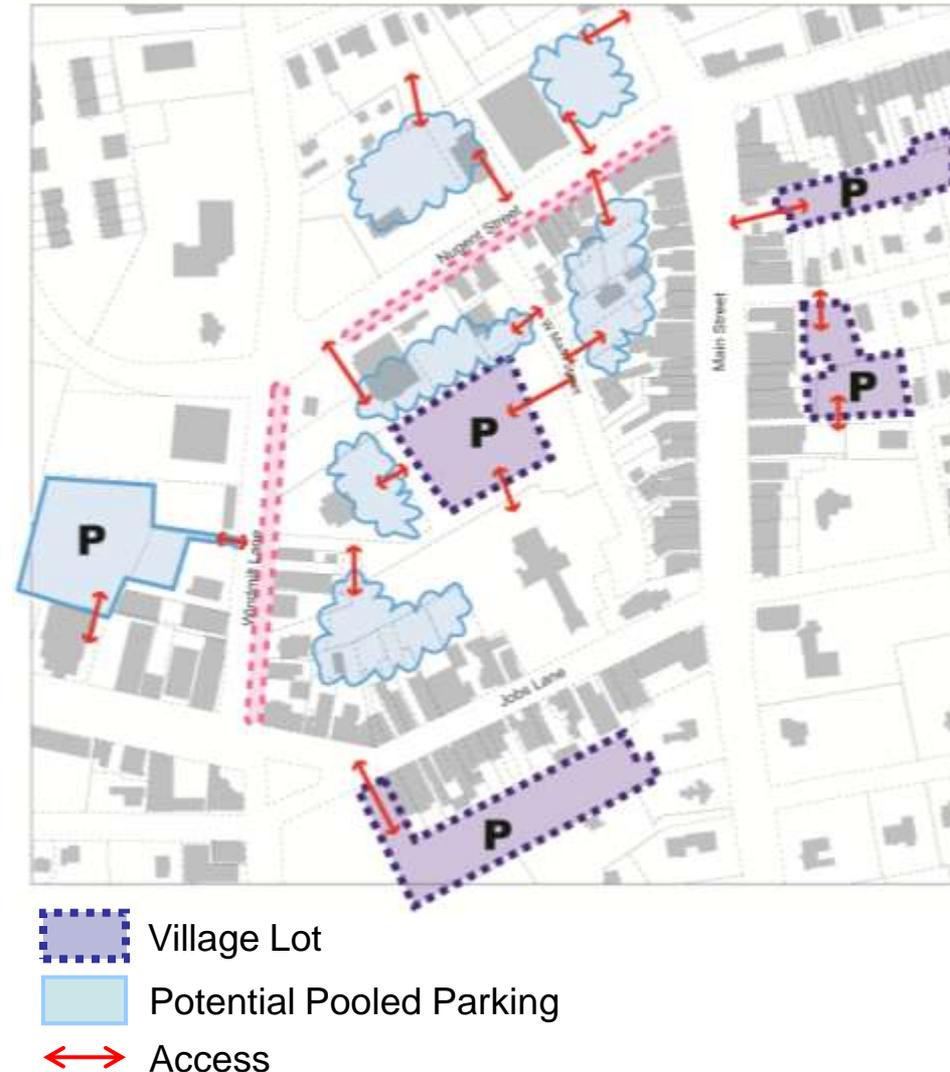
- Ways to Achieve Shared Parking Lots

Village negotiates leases, easements or purchase agreements with private landowners

- o Leases and easements may require indemnification for property owner
- o Benefits property owner if there is no ongoing maintenance or liability Increases

Codify incentives for private Landowners to share lots

- o Tax abatements
- o Density bonuses
- o Waiver of some or all onsite parking requirements





## Zoning

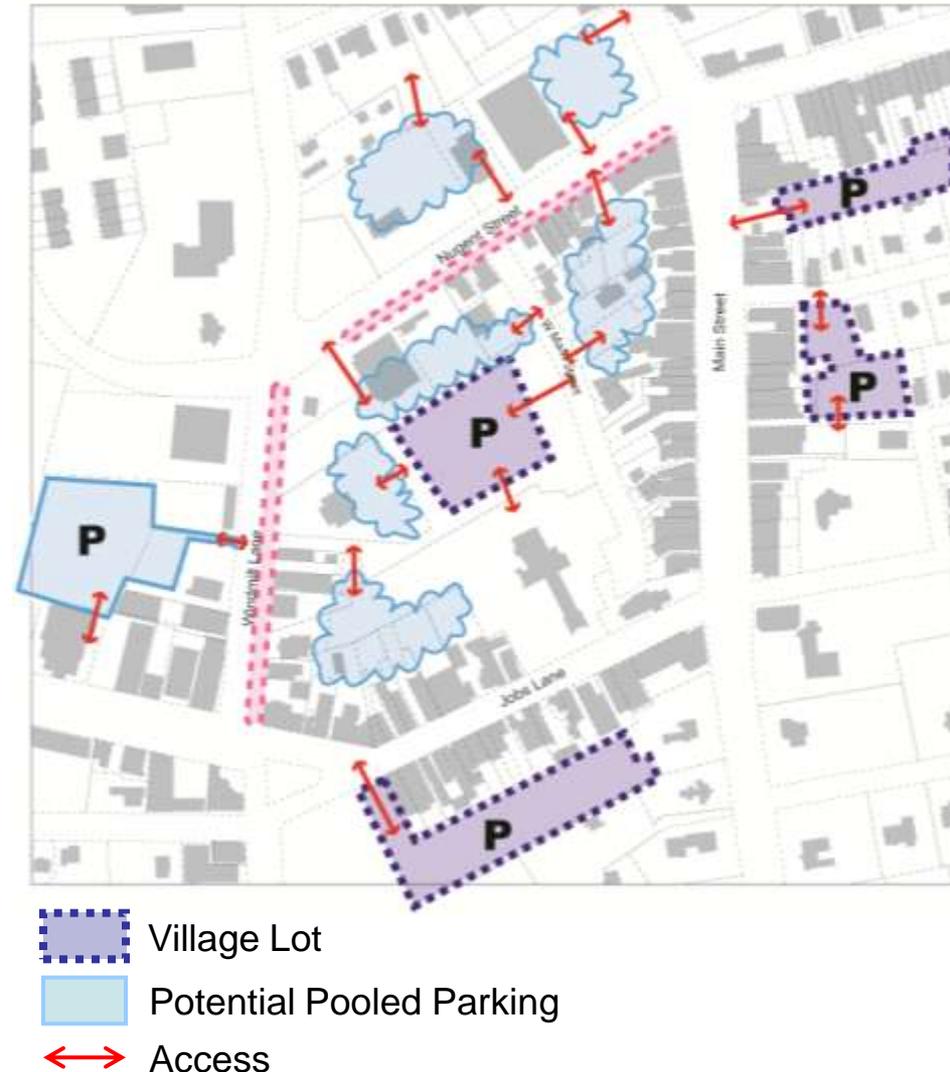
- Funding Mechanism

### Special Assessment District/Parking District

- o Pay a tax in lieu of providing onsite parking
- o Credit to property owners that provide onsite parking
- o Tax revenues used to purchase, construct and maintain parking

### Fees in Lieu of Parking

- o New projects pay a fee for each required space not provided onsite
- o Can be a one-time fee and/or an annual fee
- o Fees used to purchase, construct and maintain parking

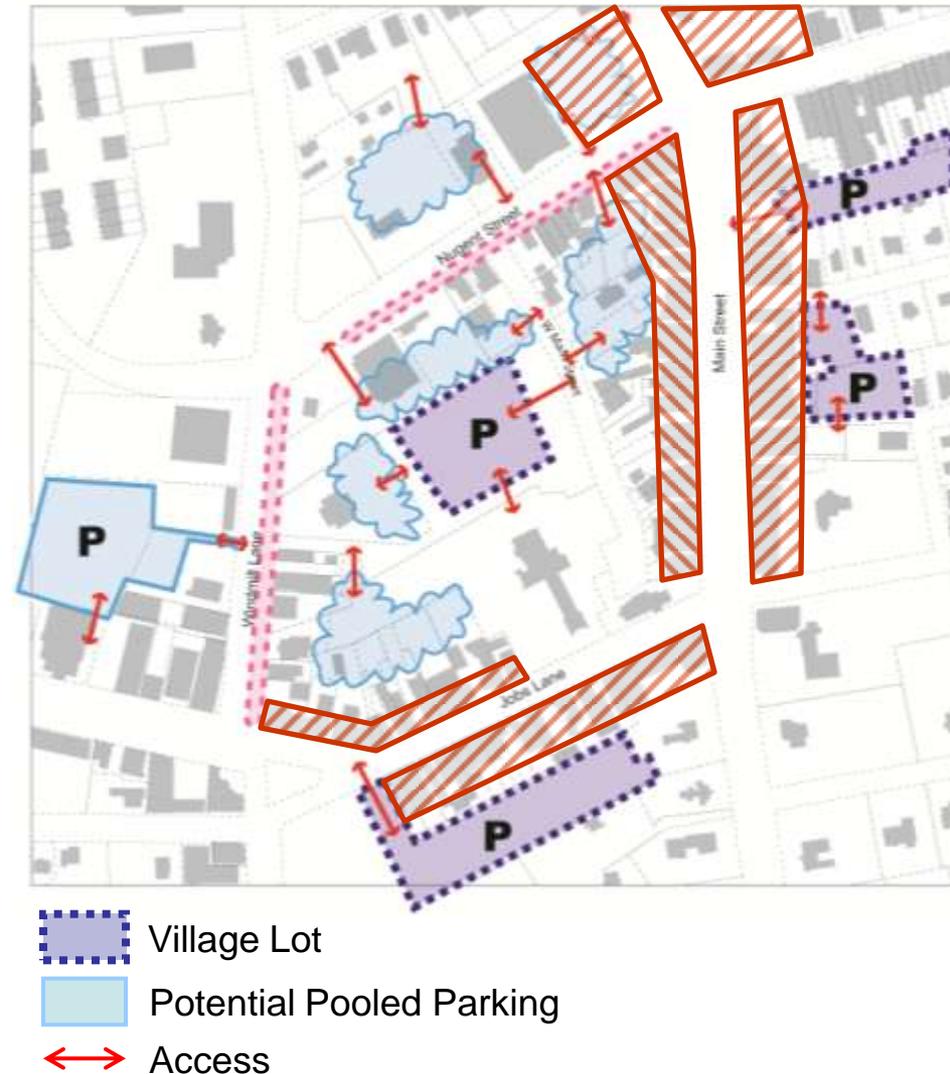




## Zoning

- Uses
  - Ground Level Retail on Main Street and Jobs Lane
  - Ground Level Retail is allowed, but not required elsewhere
  - Offices are allowed on any and all floors (except Main Street and Jobs Lane)
  - Hotels are allowed on any and all floors (except Main Street and Jobs Lane)
  - Residential allowed on upper floors only.

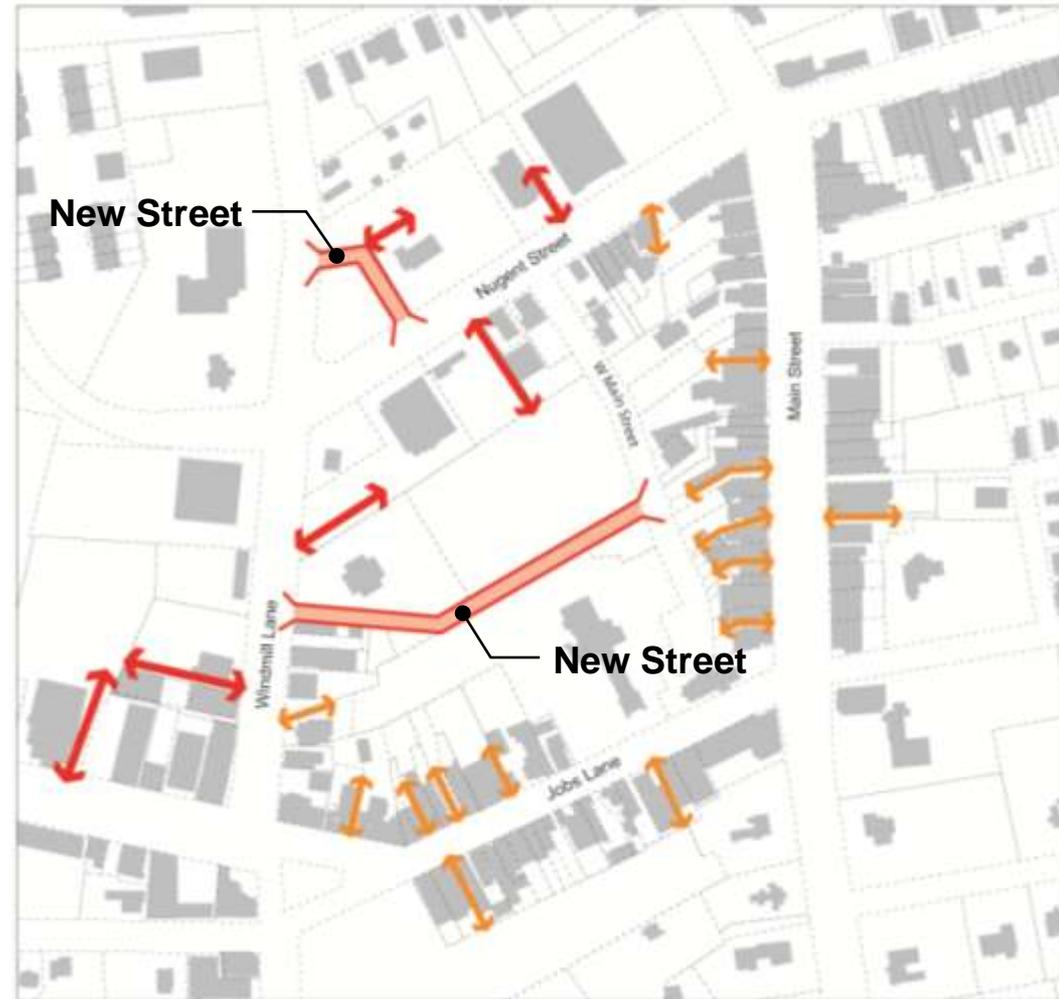
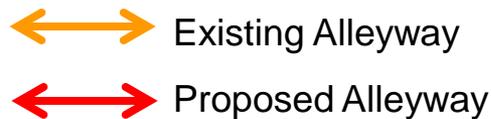
## Required (Ground Level Retail)





## Zoning

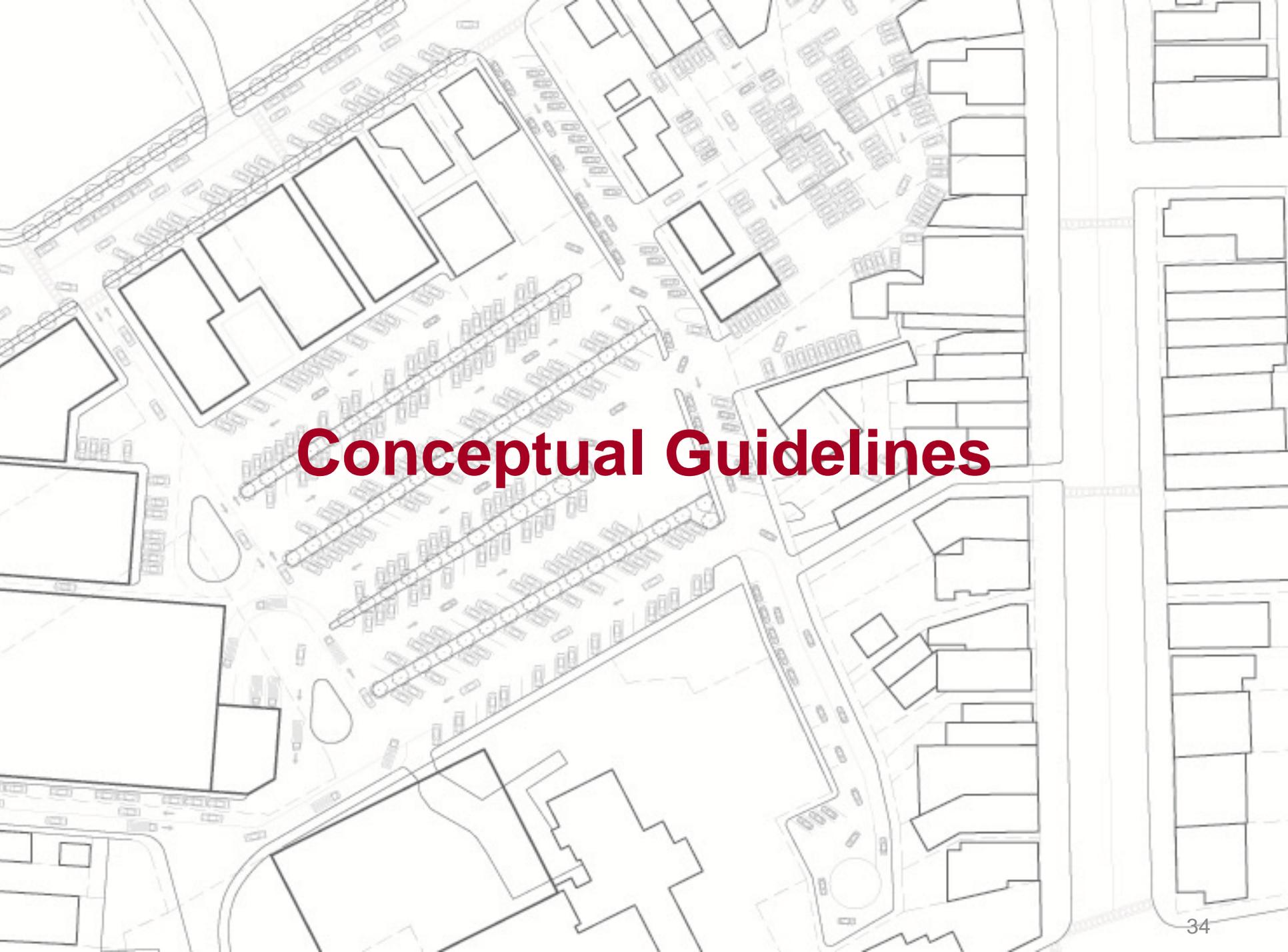
- Vehicular Alleyways
  - o Vehicular alleyway required within 235 feet of intersecting streets and/or another vehicular alleyway
  - o Connect public street to rear parking lots
  - o Vehicles permitted





## Zoning

- Open Space
  - None required.
- Circulation/Curb Cuts
  - None allowed except for vehicular alleyways every 235 feet.
- Yards
  - None required.

The background of the slide is a detailed architectural site plan. It shows a complex arrangement of buildings, parking lots, and streets. The buildings are represented by various geometric shapes and outlines, some with internal details like windows or doors. The parking lots are filled with small, simplified car icons. The streets are shown as lines with dashed center lines. The overall layout is dense and organized, typical of a campus or a large commercial development. The text 'Conceptual Guidelines' is overlaid in the center of this plan.

# Conceptual Guidelines



## Summary





## Design Guidelines

- Roof & Skyline
- Fenestration
- Corners
- Materials and Colors
- Canopies
- Architectural Composition



## **Design Guidelines: Insuring new buildings fit in and are appropriate to the existing village architecture**

- The front street wall is the primary feature that defines the character of Southampton Village
- No one style or look
- Always changing
  - Especially from neighbor to neighbor
- Lots of ground-floor glass
- Very commercial
- White color predominates
- Cars and parking included in the street scene



## Roof and Skyline

- Maximum length of continuous roofline is limited to 65 feet
- Preferred roof treatment is gabled roofs
  - A pitched roof in excess of 30 feet in width is to be double gabled
  - An exception is the mercantile-type building. The roof is flat, no longer than 60 feet, and is specially designed to emphasize the skyline edge
- No roof can be the same as the roof of an adjacent building(s)

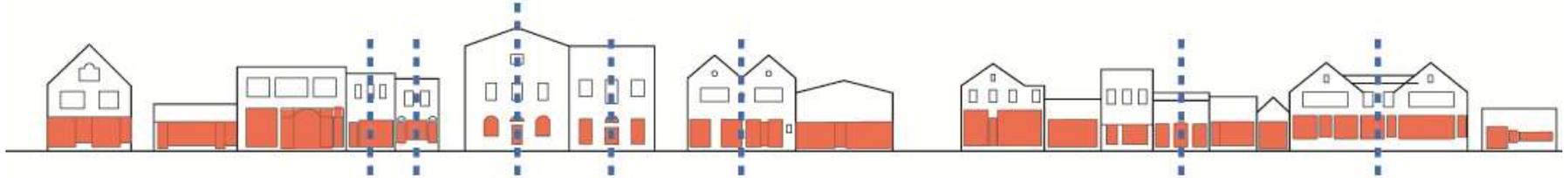




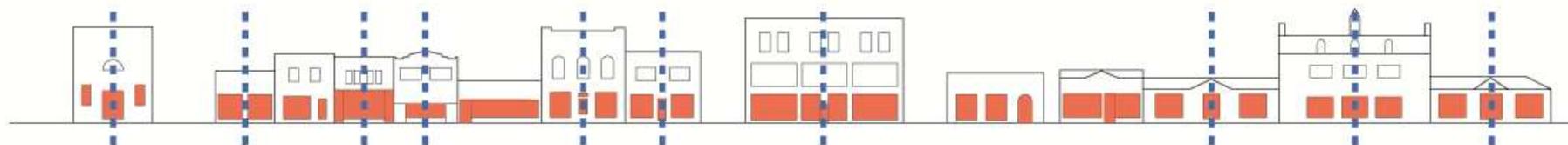
## Fenestration

- Minimum 80% on ground floor is required
- Minimum 50% glass on 2<sup>nd</sup> floor
- Only clear glass is to be used

### West Side



### East Side





## Corners

- Street corners are to stand out, by varying the architectural treatment (from two adjacent sides), to be:
  - Unique in massing, or
  - Unique in roofline, or
  - Unique in fenestration





## Materials and Colors

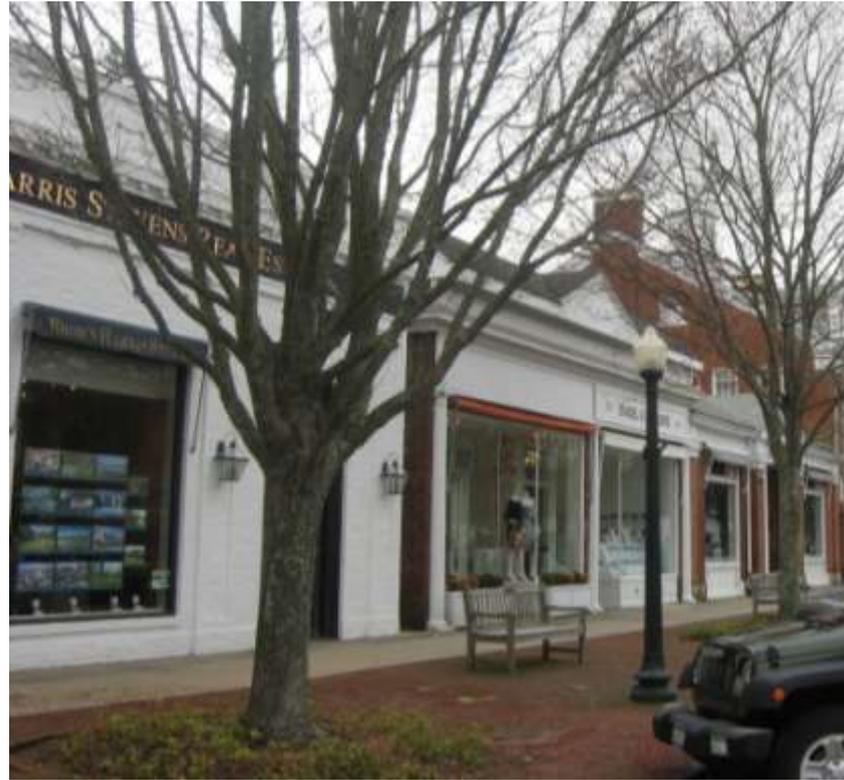
- No reflective glass
- No metal or concrete
- Mercantile-type buildings are masonry
- Domestic-type buildings are wood and other materials, common to vernacular houses of Southampton
- White is to be found on every building (trim or molding satisfies minimum requirement)





## Canopies (ground level)

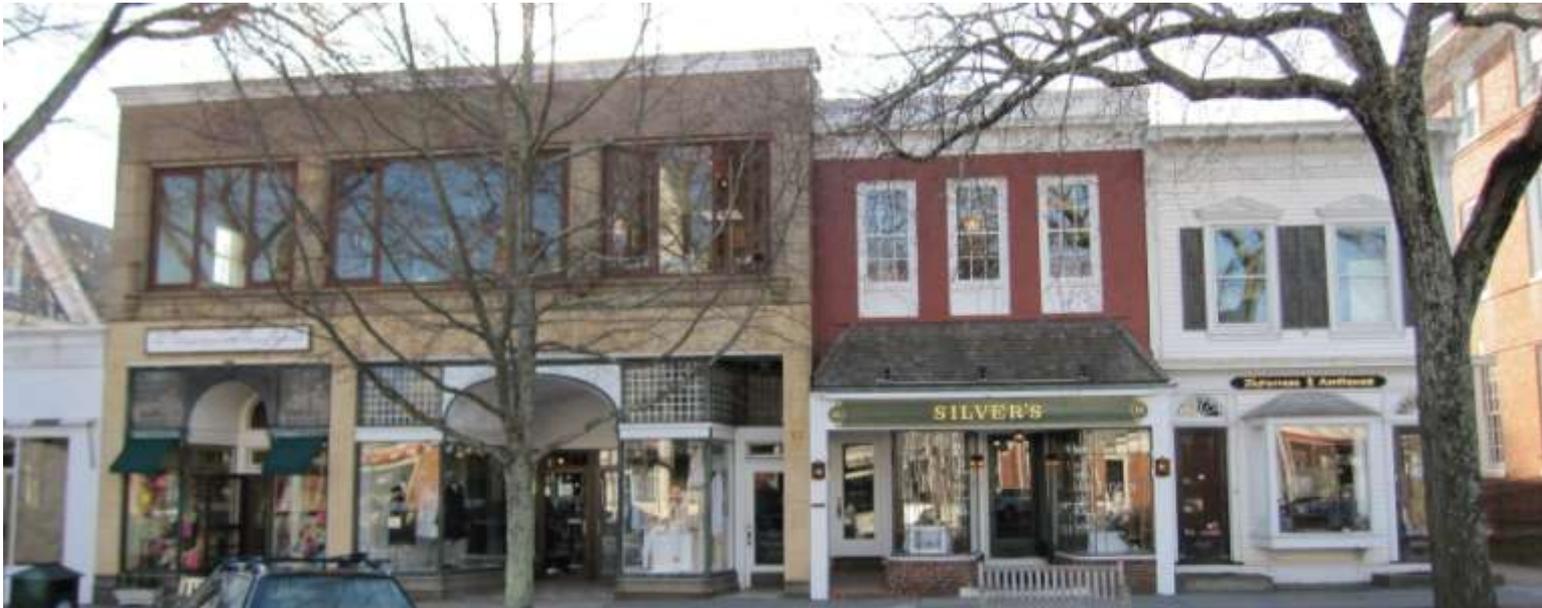
- Allowed, if fabric, and...
- No more than 30 feet in length to showcase individual businesses
- Must be located above glass/storefronts





## Architectural Composition

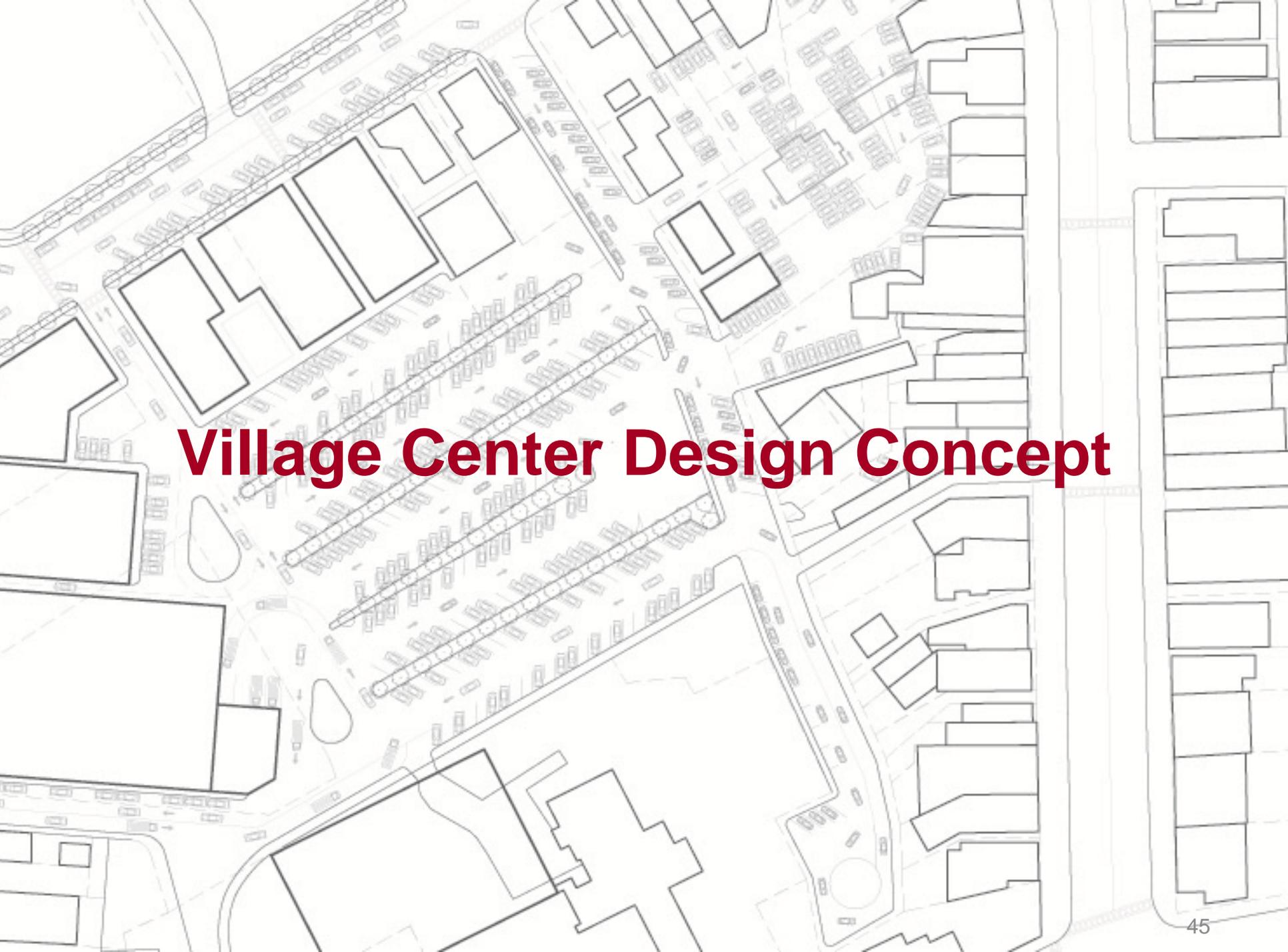
- Each building has its own unique identity as compared to its adjacent neighboring building
- Organization of façade is in threes
- Emphasis is on the first story (most fenestration, most variety of materials and colors, most disruption of building envelope)
- Most significant expression is set away from adjacent neighbors



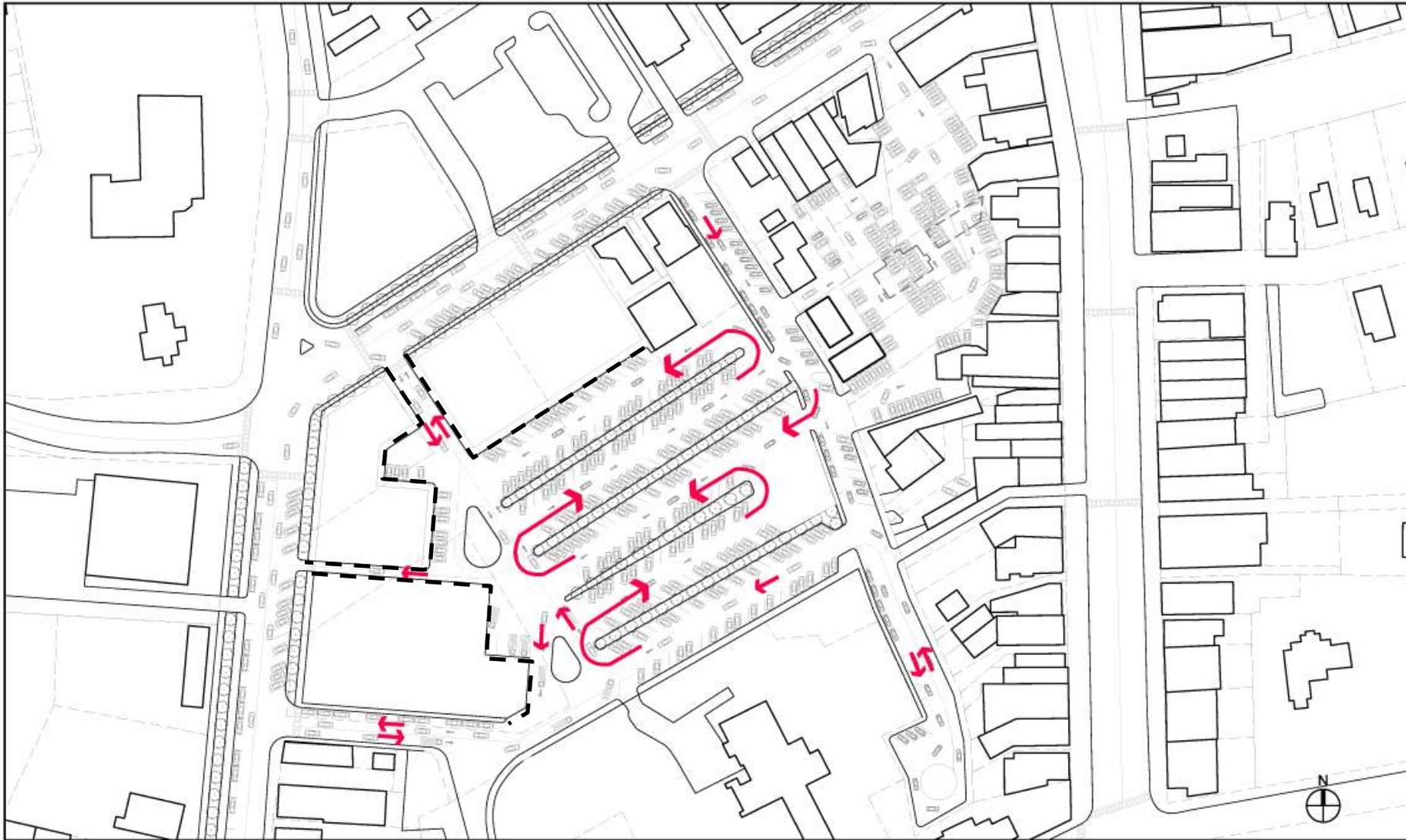


## Summary



An architectural site plan for a village center design concept. The plan shows a central area with a large parking lot, surrounded by various building footprints and streets. The buildings are drawn with simple black outlines, and the streets are indicated by dashed lines. The overall layout suggests a walkable, mixed-use community center.

# Village Center Design Concept



			<b>DRAWING TITLE</b> <b>SITE PLAN-PROPOSED VILLAGE PARKING</b>	<b>SCALE</b> 25' 50' 100' 200' 1" = 100'-0"	<b>DATE</b> SEPTEMBER 16, 2010
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# Village Center – Village Center Design Concept



SHREKRANTZ  
ECKSTUT  
& KORN  
ARCHITECTS

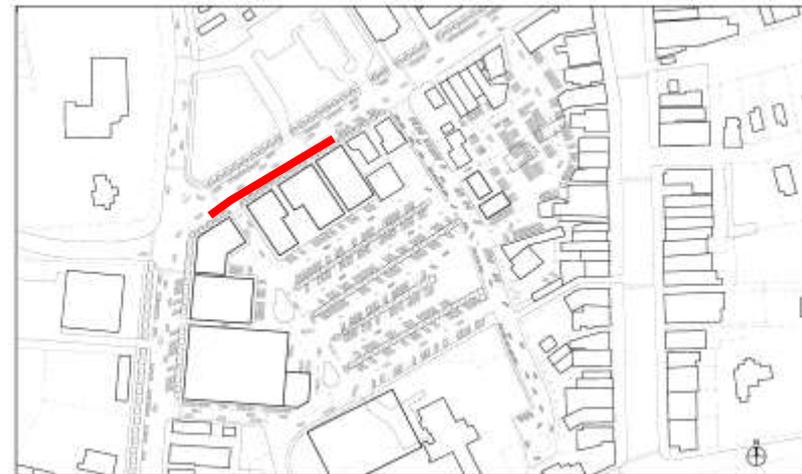
DRAWING TITLE  
**SITE PLAN-PROPOSED**

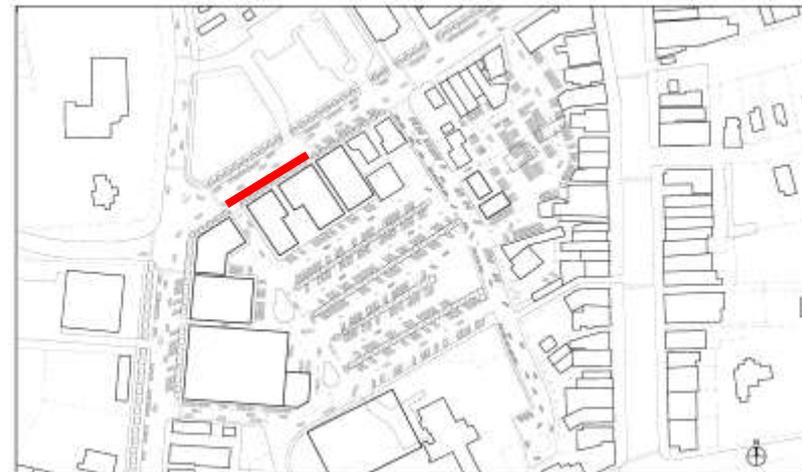
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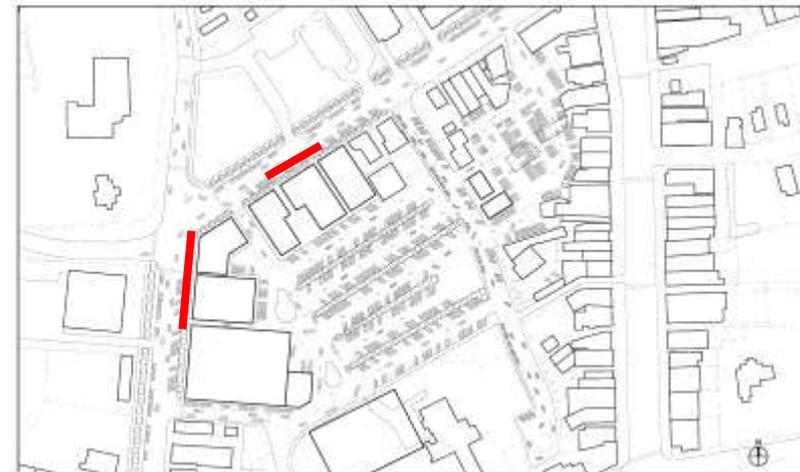
DATE  
SEPTEMBER 16, 2010









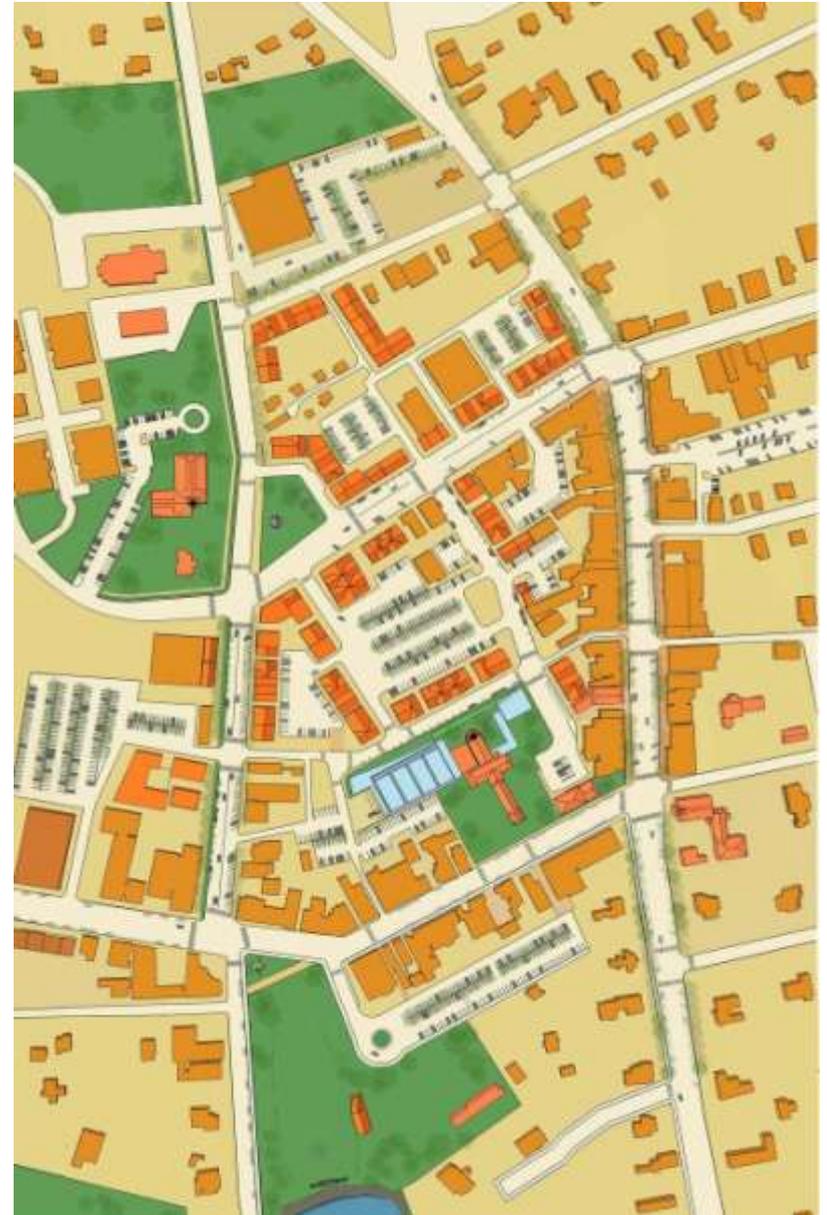






## Key Principles

- Preserve the unique historic fabric; build new like old
- Maximize walking throughout
- Integrate circulation and parking strategy
- Maintain a year-round, central focus
- Create improved and sustainable stormwater handling
- Make art a defining characteristic
- Emphasize the Village streets and open spaces



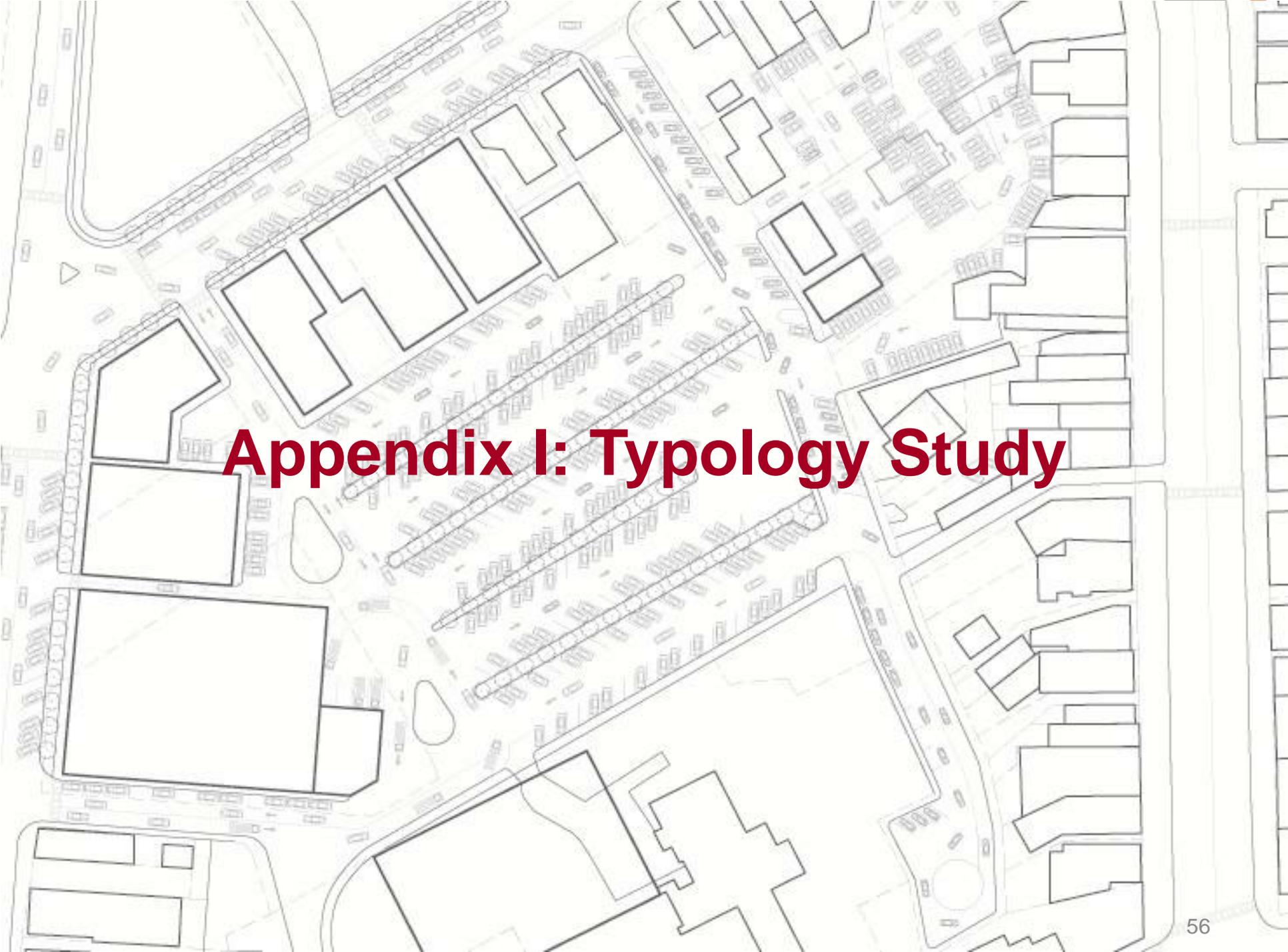


The Zoning and Architectural Guidelines contained in this report are critical tools needed for realizing Southampton Village's Vision Plan.

To achieve these goals, the zoning guidelines focus on a select number of areas, including the distinctive architectural character of the central Village, the reintroduction of residential zoning, and the strategy of shared parking, among others. The guidelines do not change either the Village's existing zoning boundaries or its current allowable densities; both already support the development goals articulated in the Vision Plan.

Important as these zoning guidelines are, implementing the Village's Vision also depends on many other related public actions involving policy making, administrative changes, and capital projects (paid for with public funds).

Ultimately, the guidelines will ensure that the Village's future growth is scaled on local precedent and conventional wisdom. By defining the Village's growth as "evolutionary," the Vision offers a way to preserve Southampton Village while building on its unique sense of place.

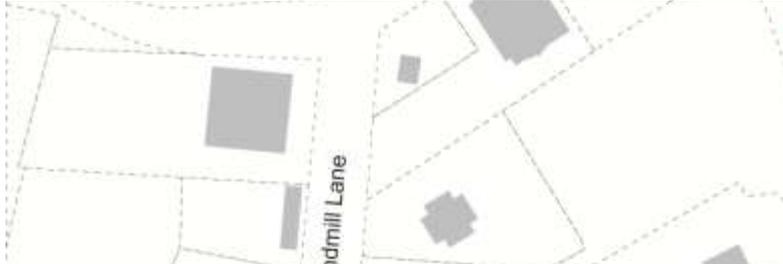
The image is a detailed architectural site plan of a campus. It features a central parking lot with numerous parking spaces, some of which are shaded. Surrounding the parking lot are several large, rectangular buildings with complex footprints, including some with multiple wings and courtyards. The buildings are arranged in a somewhat grid-like pattern, with streets and walkways connecting them. The overall layout suggests a well-organized institutional or educational facility.

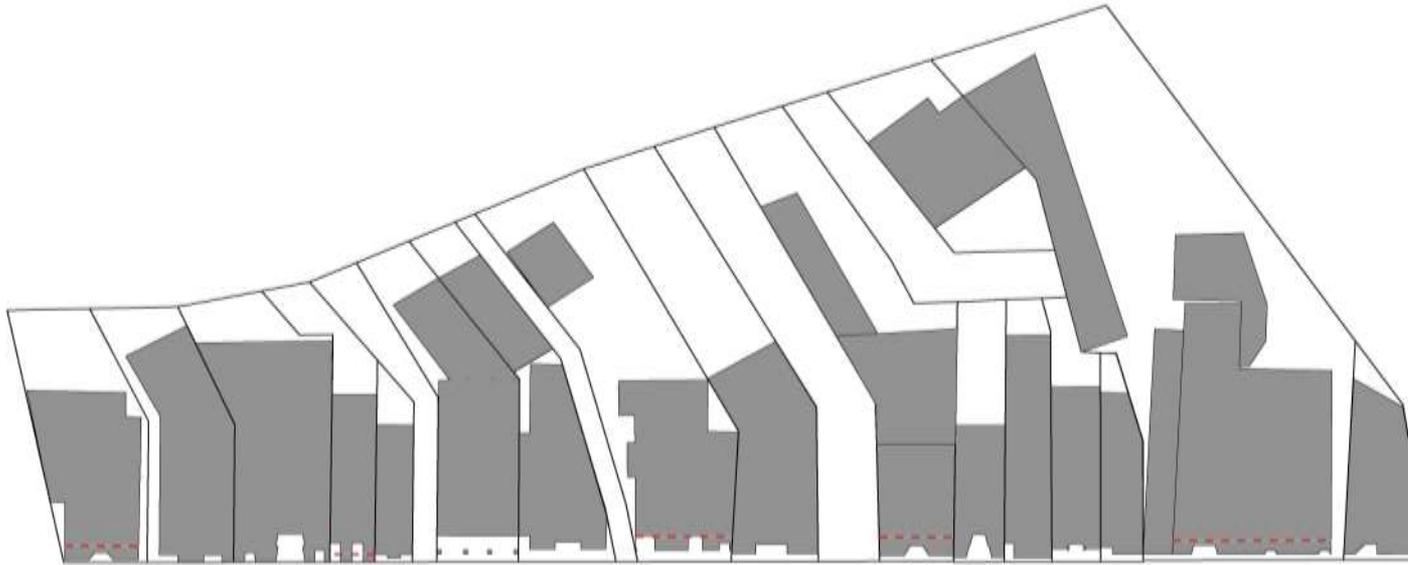
# Appendix I: Typology Study

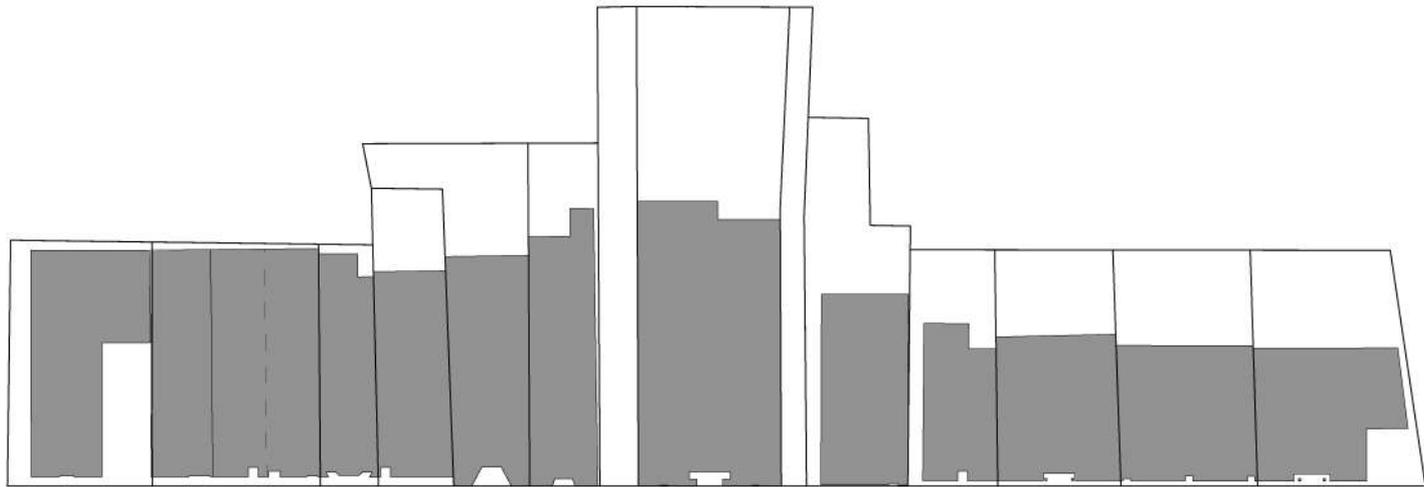
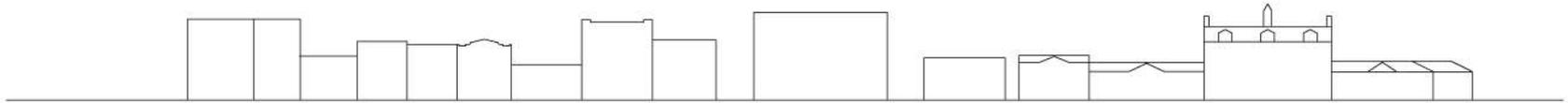
# Key Parcels for Typology Study



- Familiar
- Iconic
- Active
- Admired
- Relevant Size







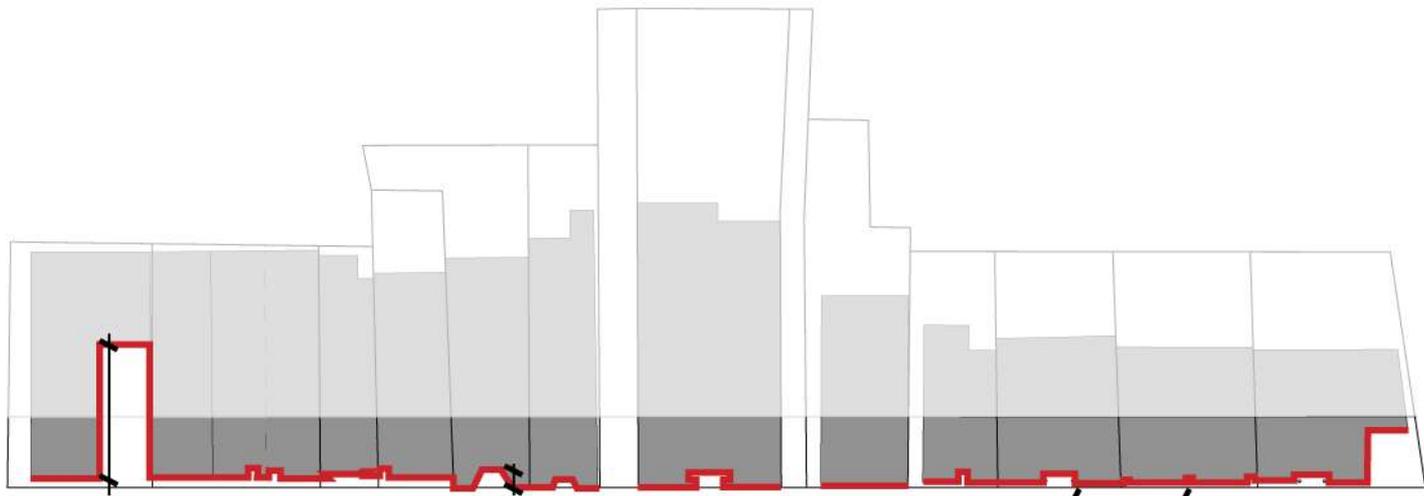
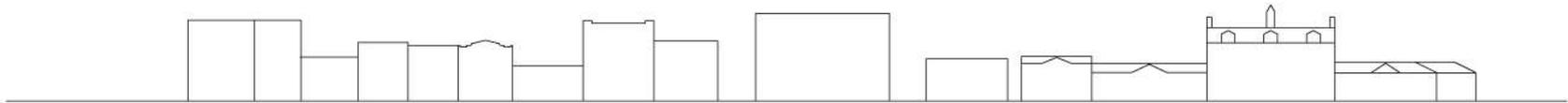


**Max 12'  
Recess**

**Max 6'  
Setback**

**49'  
Max frontage  
without min 3'  
recess**





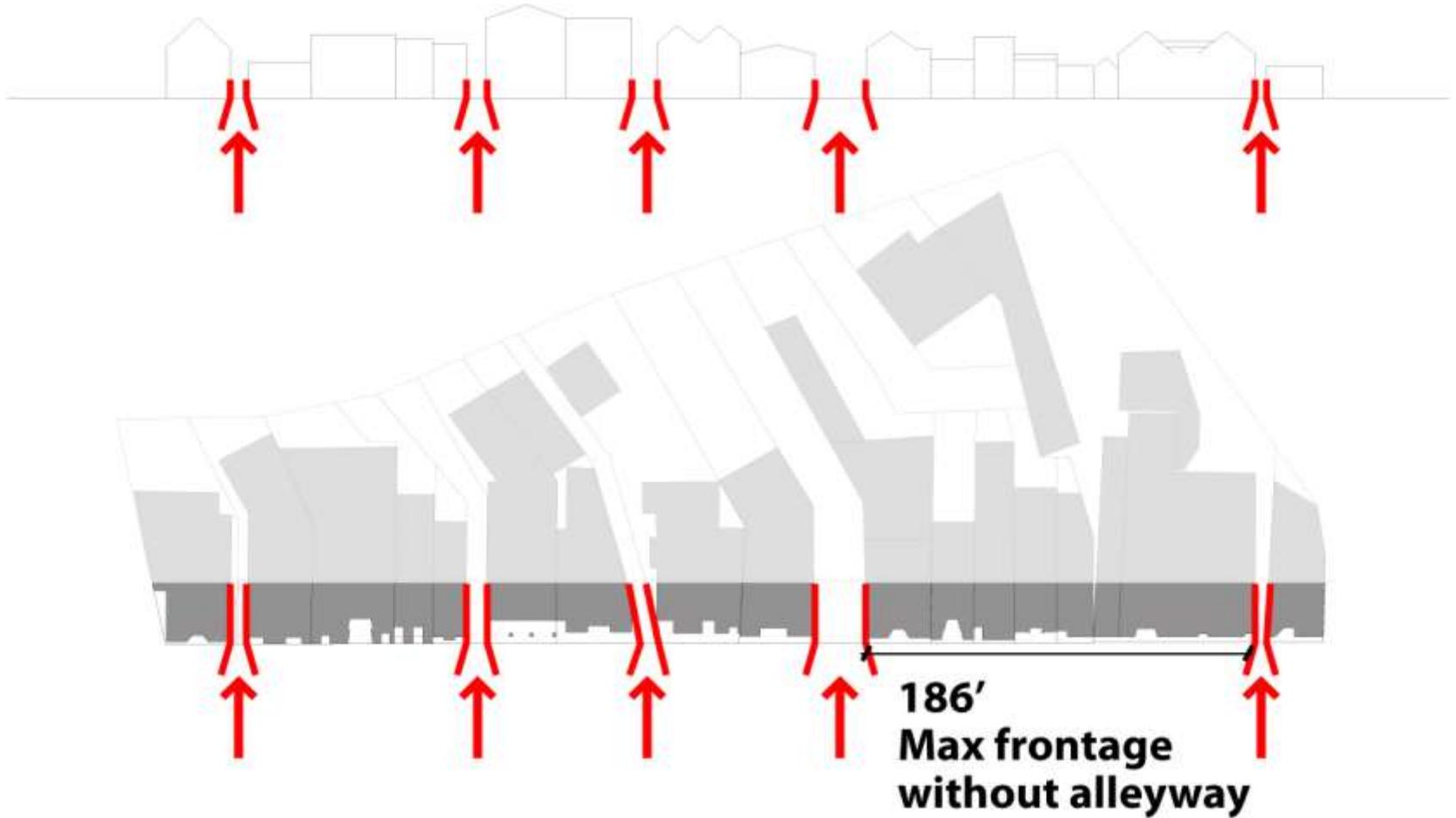
**Max 56'  
Setback**

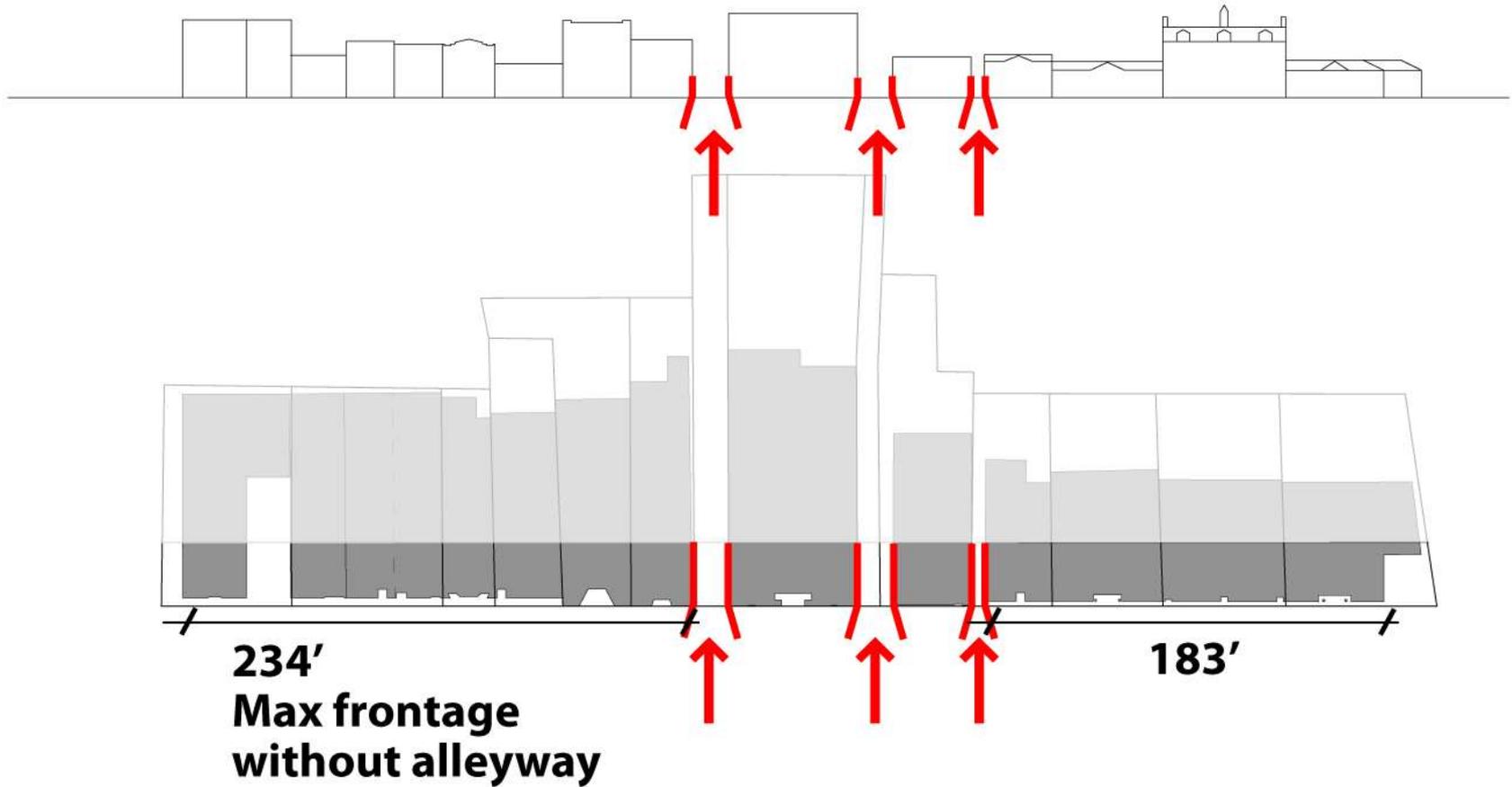
**Max 8'  
Recess**

**46'  
Max frontage  
without min 3'  
reveal**



# West Side – Alleyway Location

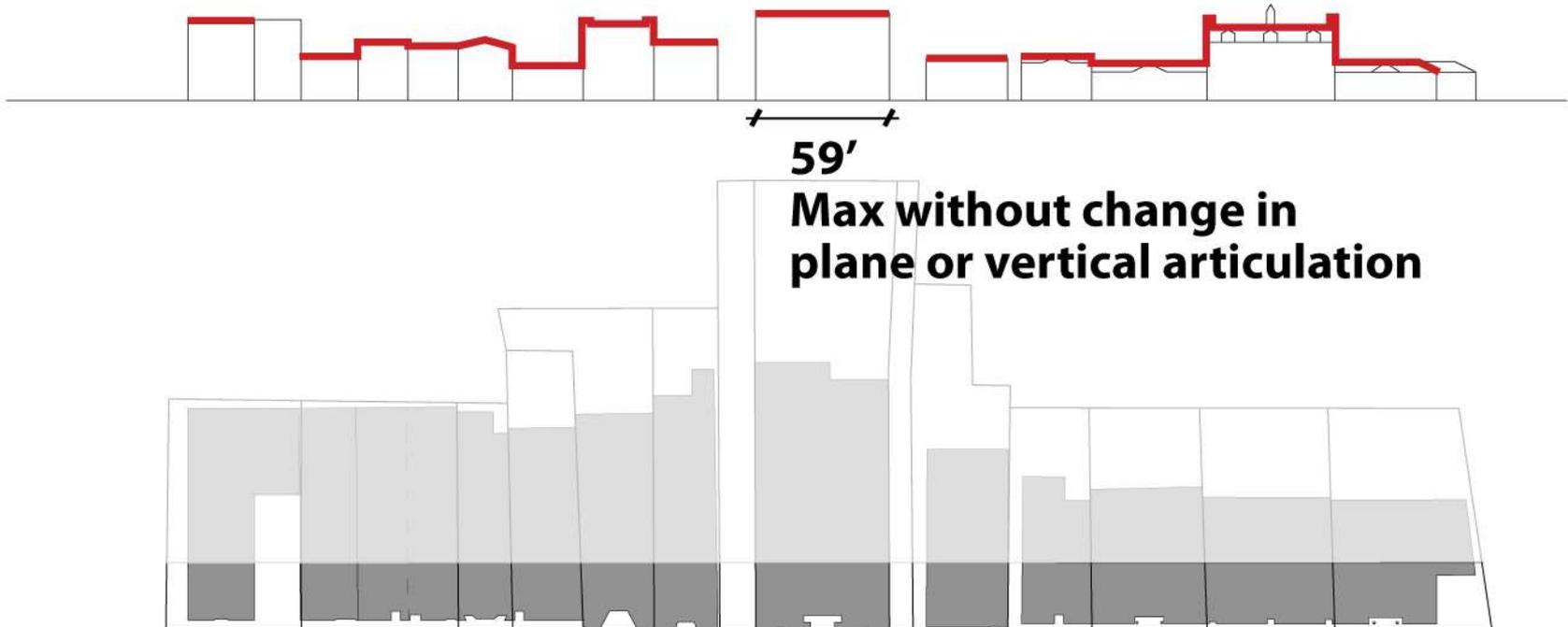




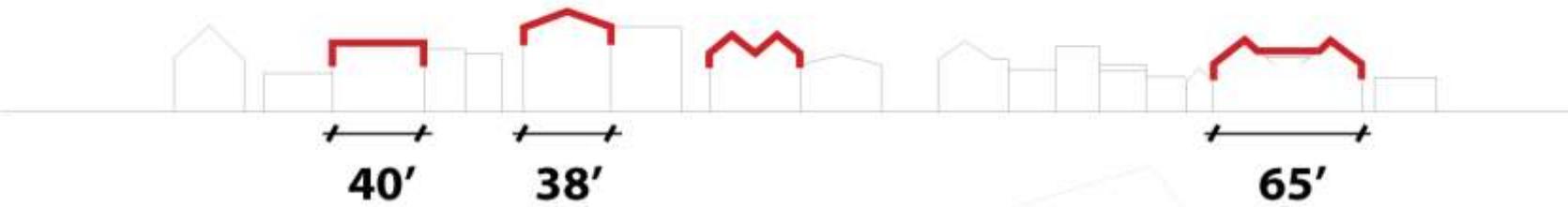


**40'**  
**Max without change in**  
**plane or vertical articulation**



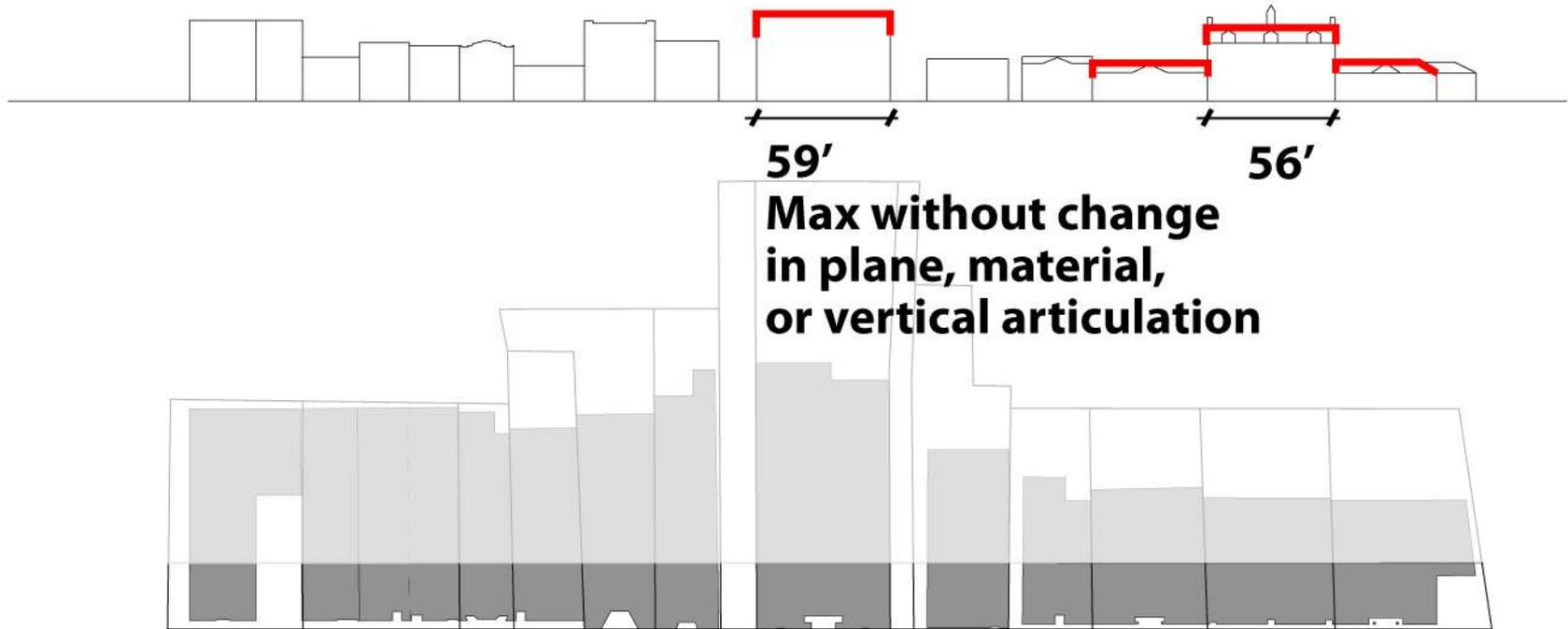


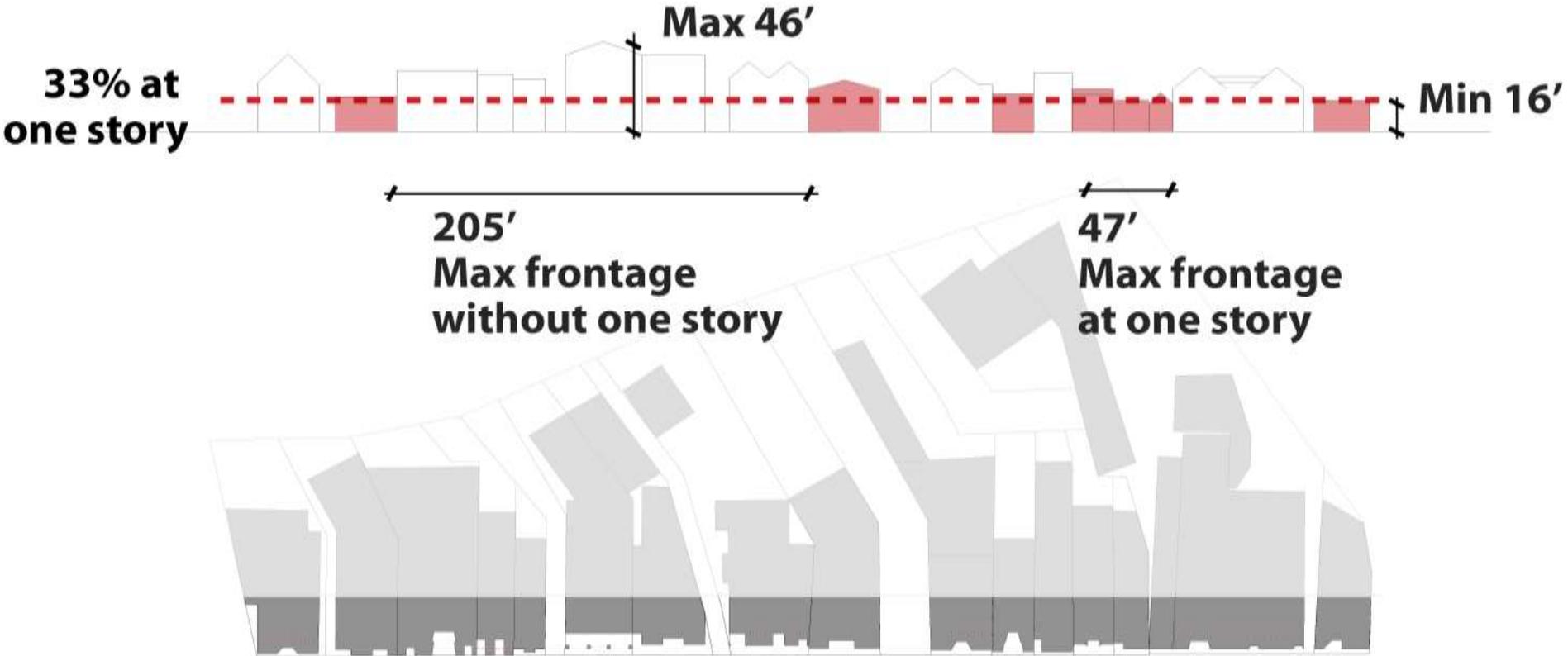
# West Side – Maximum Width of Rooftops and Architecture

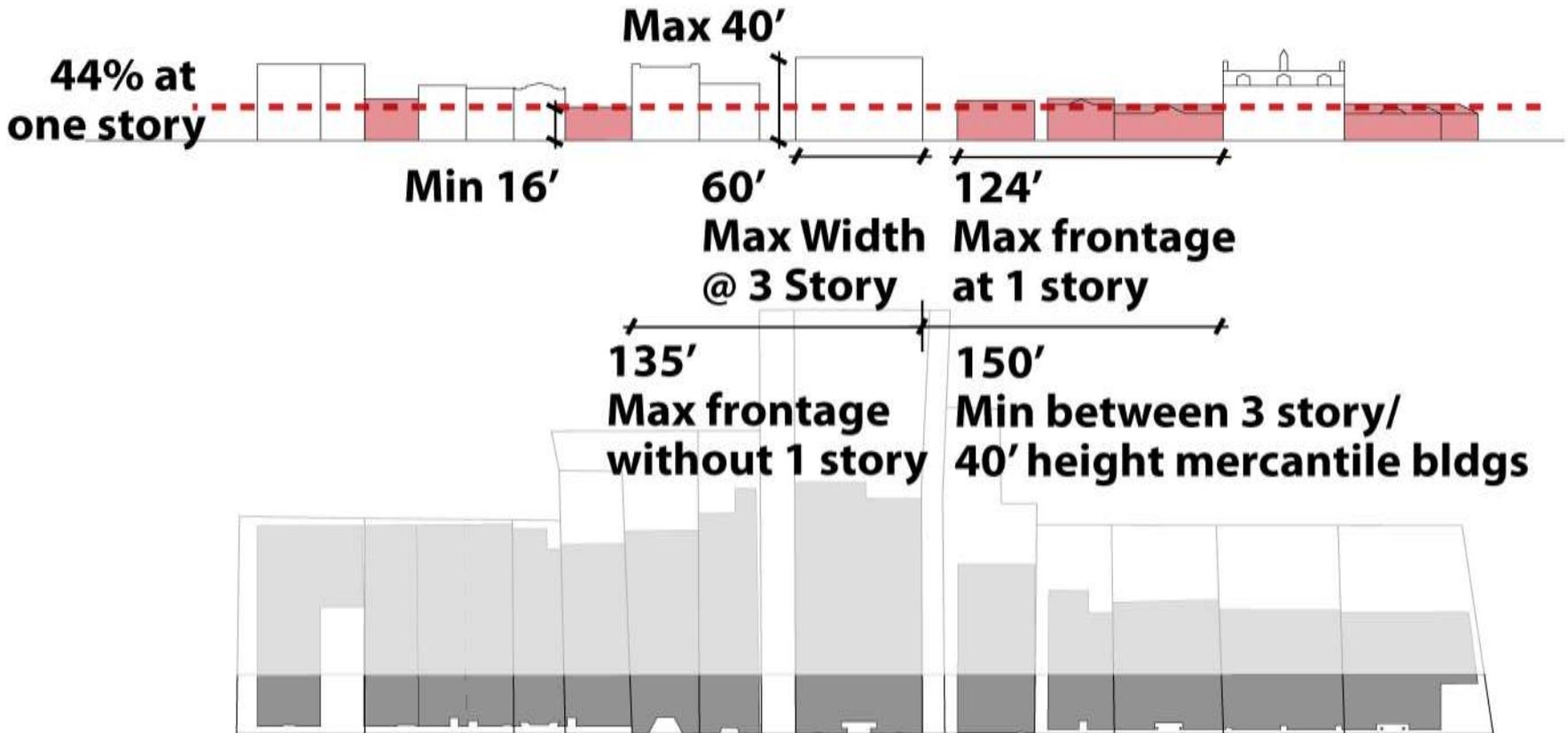


**Max without change in  
plane, material,  
or vertical articulation**

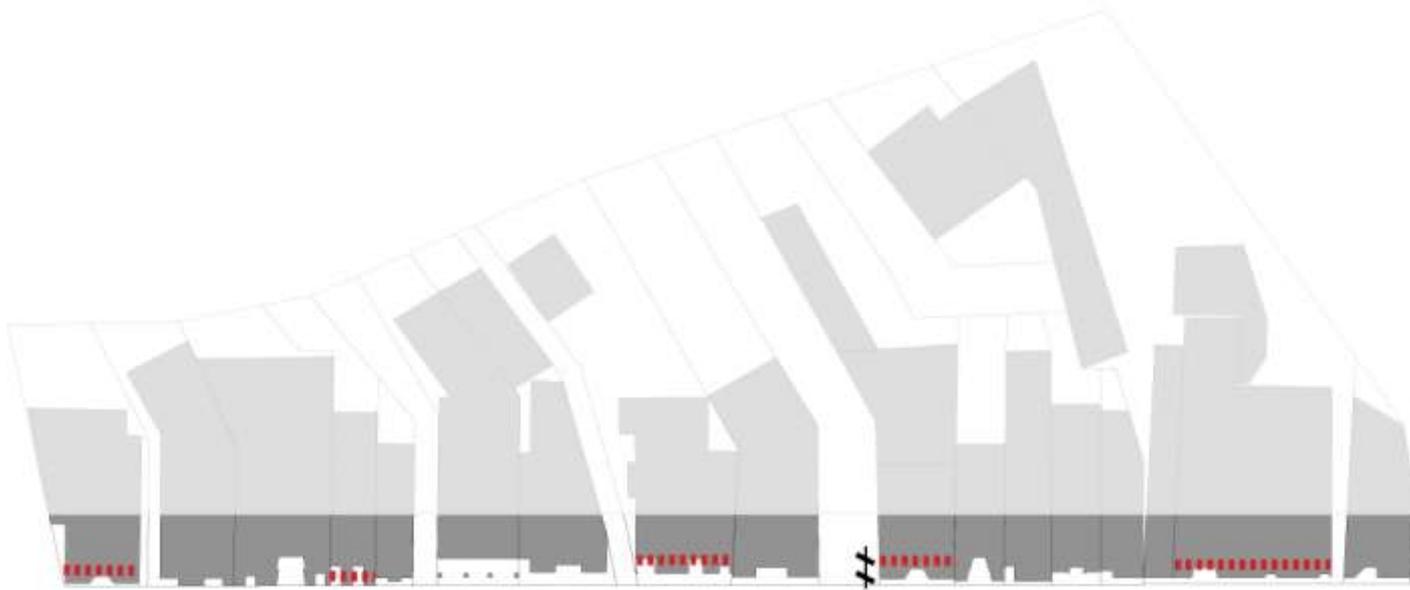






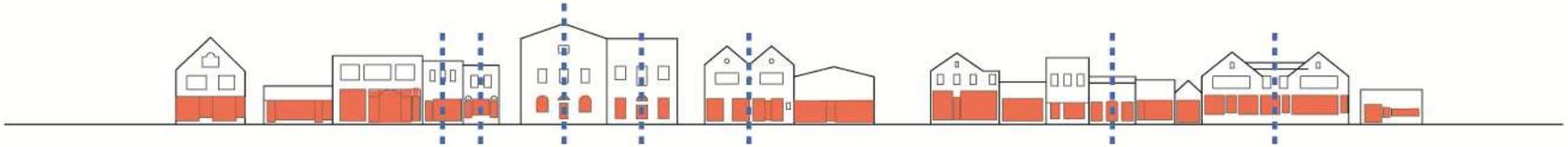


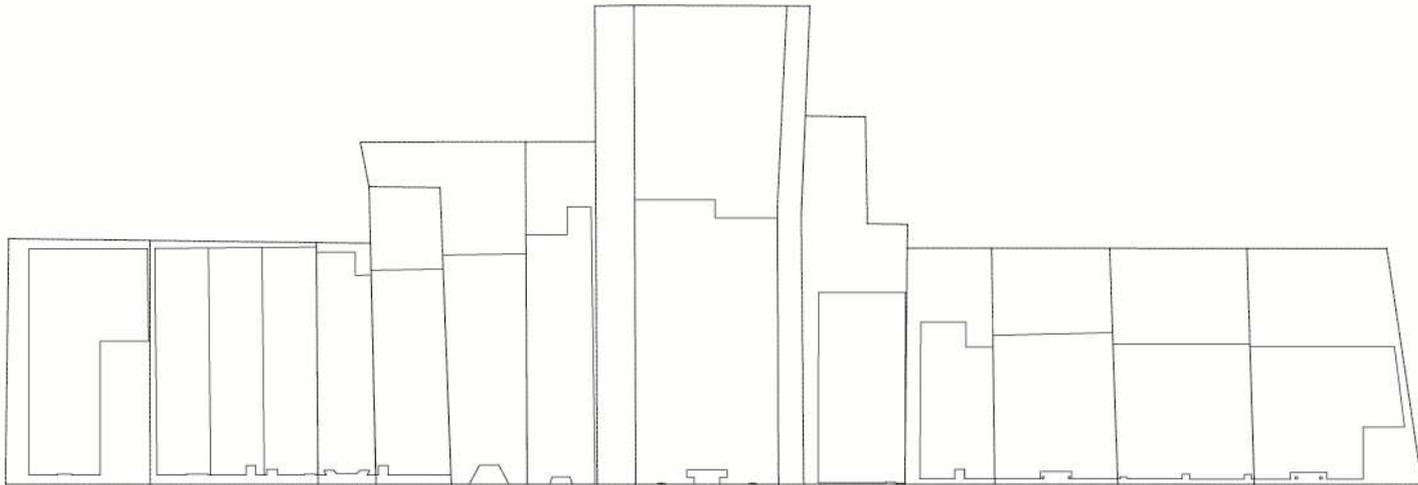
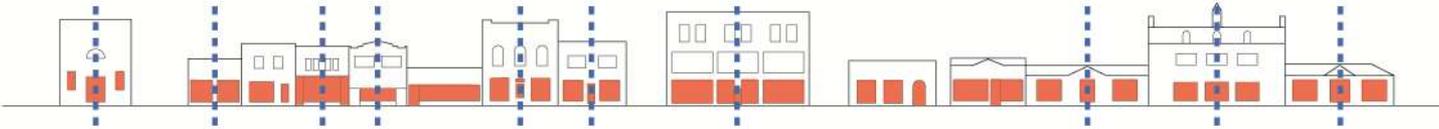
# West Side – Upper Floor Setback

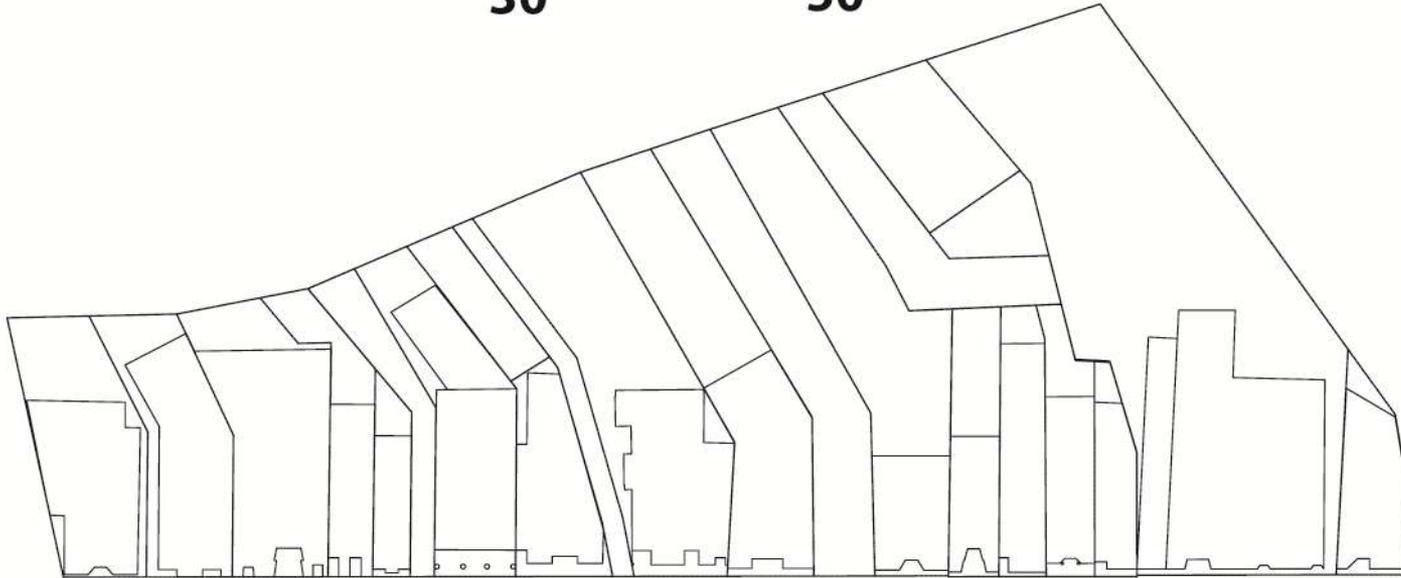
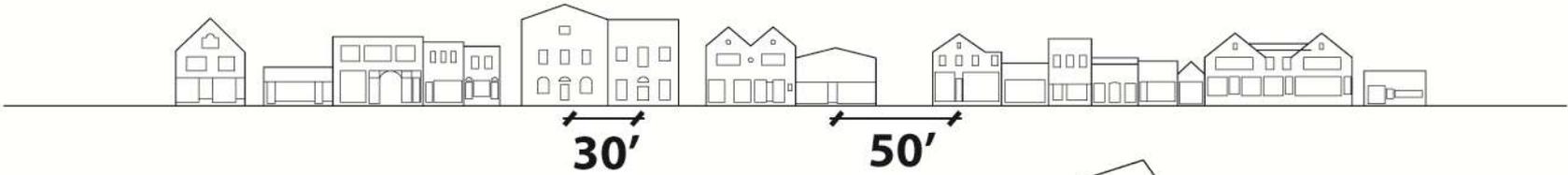


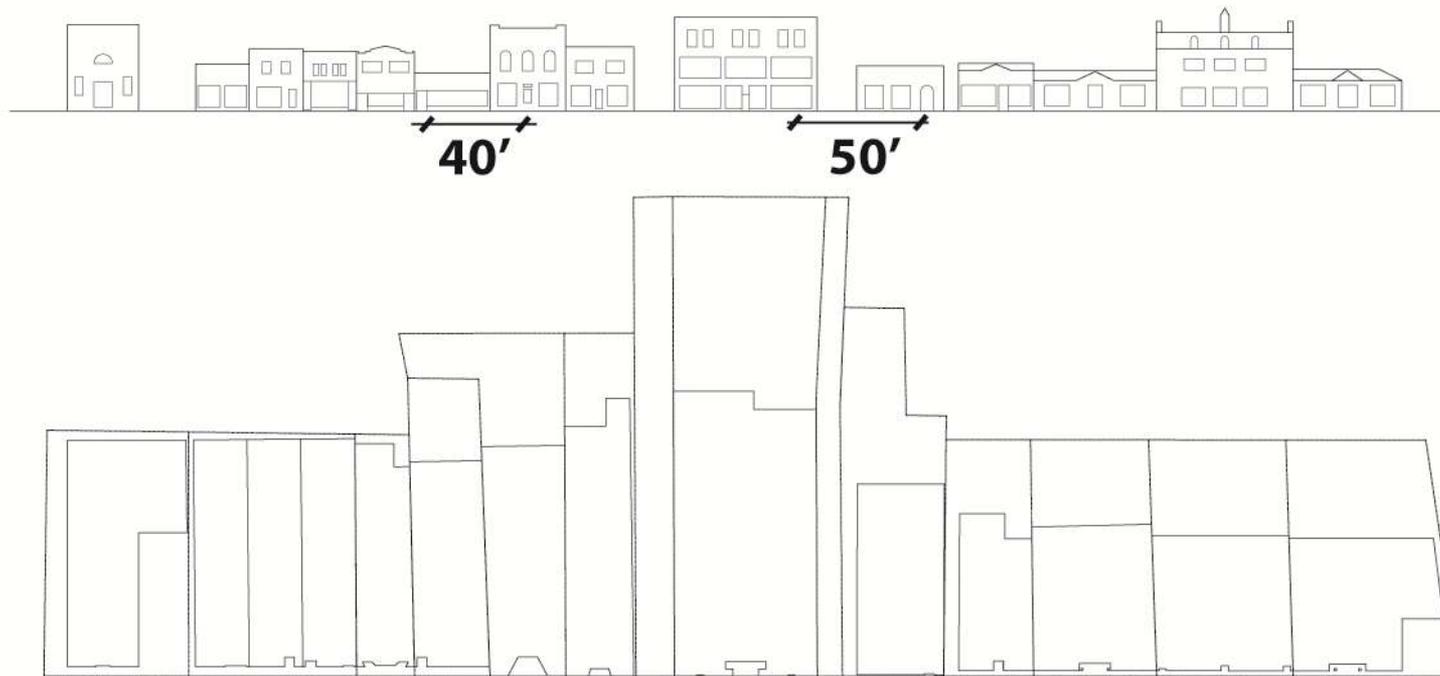
**Max 8'  
Setback**

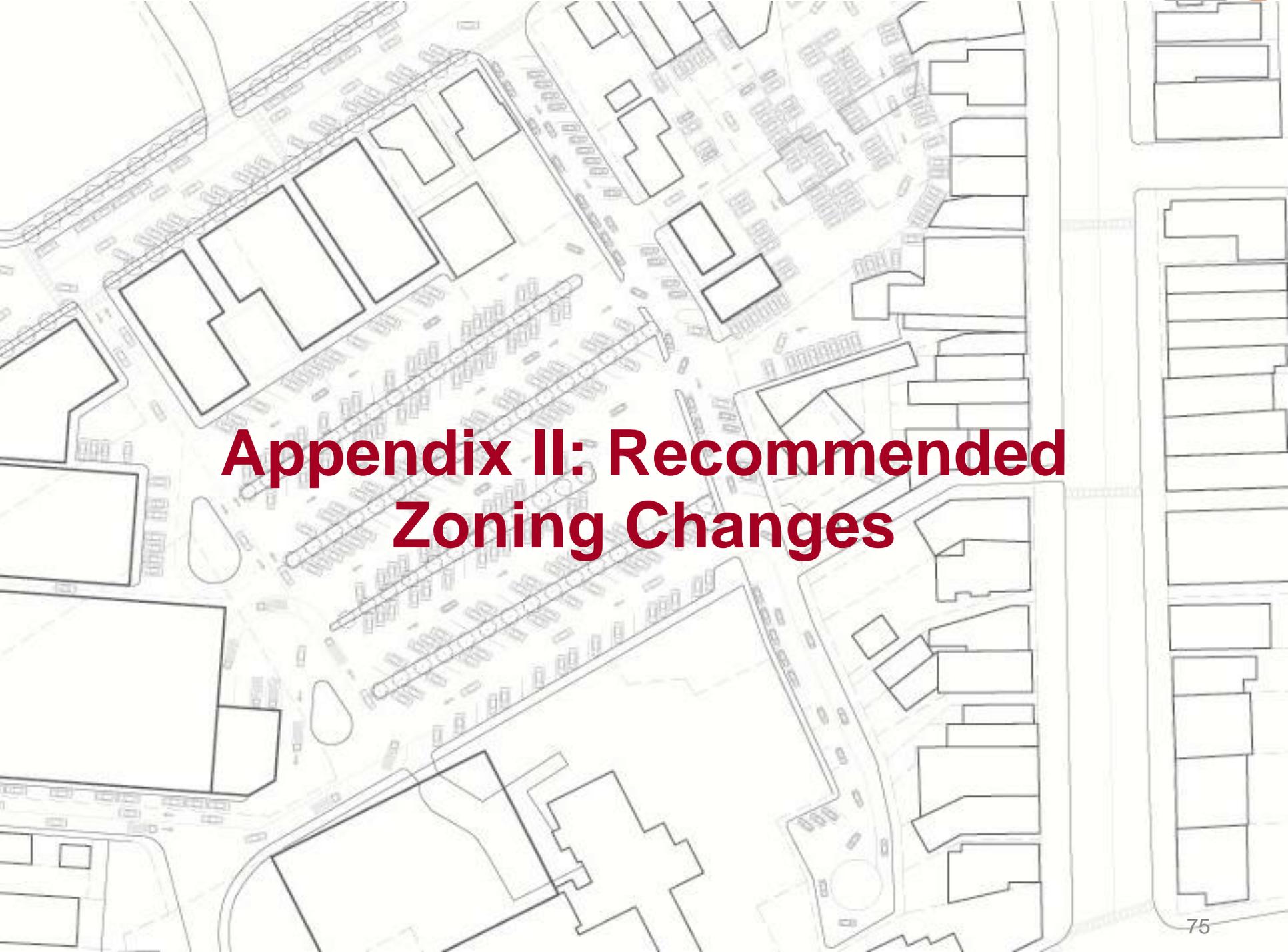












**Appendix II: Recommended  
Zoning Changes**



	VB Village Business <sup>4</sup>
1. Lot area Minimum (square feet) Minimum per dwelling unit (square feet)	
2. Lot coverage, maximum coverage by main and accessory buildings and structures (percent)	
3. Lot width, minimum (feet)	
4. Height, Maximum Stories Feet	
5. Yards, principal building, minimum (feet) Front Side, minimum for 1 Side, total for both on interior lot Side, abutting side street on corner lot (on the street designated by the planning Board) Rear	
6. Yards, accessory buildings and structures, minimum (feet) Distance from street Distance from rear line Distance from side line	
7. Lot coverage, maximum coverage by a one story building (square feet)	
8. Lot coverage, maximum coverage by a two story building (square feet)	

NOTES:

<sup>4</sup> Dimensional regulations in the VB District are set forth in § 116-11.3.



	VB Village Business
A. Residential uses	
7. Apartments on upper floors in the VB District	SE
C. General Community Facilities	
6. Medical arts building	P <sup>2</sup>
D. Business Uses	
3. Auditorium, meeting hall	SE
12. Hotel, motel, transient	SE <sup>3</sup>
18. Office: business, utility or professional (except that offices and facilities for veterinarians are prohibited in the HA Hospital Accessory District)	P <sup>2</sup>
32. Offices for a licensed health-care professional (except that offices and facilities for veterinarians are prohibited in the HA Hospital Accessory District)	P <sup>2</sup>
F. Accessory Uses	
3. Home occupation other than home professional office	SE
4. Home professional office	SE
9. Private swimming pool	SE

<sup>2</sup> Permitted on upper floors only on Main Street and Jobs Lane, and on all floors on other streets.

<sup>3</sup> This special exception use (transient hotel or motel use) shall be limited to property located outside of a designated historic district under Chapter 65 of the Village Code.



## § 116-11.3 Dimensional regulations in VB district.

- A. Lot area.
- (1) Where public sewerage is not available, no lot shall be built upon which has insufficient space for a private sanitary waste disposal system, as determined by the municipality and the Suffolk County Health Department.
  - (2) No minimum lot area required.
  - (3) No minimum lot area per dwelling unit required.
- B. Lot width.
- (1) Minimum lot width shall be 20 feet
- C. Lot Coverage.
- (1) Maximum coverage by main and accessory buildings and structures shall be 70 percent.
  - (2) Maximum depth of building footprint from front property line shall be 75 feet for lots with frontage on North Main, Main and Jobs Lane.
  - (3) Maximum depth of building footprint from front property line shall be 120 feet for lots with frontage on all streets other than North Main Street, Main, and Jobs Lane.
- D. Height.
- (1) With respect to property located in a designated historic district under Chapter 65 of the Village Code, maximum building height shall be 35 feet and maximum stories shall be 2 ½ stories.
  - (2) With respect to property located outside of a designated historic district under Chapter 65 of the Village Code, maximum building height shall be 35 feet and maximum stories shall be 2 ½ stories unless special exception approval is obtained from the Board of Appeals to exceed such limitations. Subject to the limitation set forth in subsection D(3), the Board of Appeals may grant special exception approval to exceed 35 feet in height in order to allow a height not exceeding 40 feet, and in conjunction therewith, the Board of Appeals may grant special exception approval to exceed 2 ½ stories in order to allow 3 stories.
  - (3) One or more adjacent buildings above 35 feet in height shall not continue more than 60 feet along the street, or be located within 150 feet of another building above 35 feet in height.
  - (4) Building height of one or more adjacent buildings shall not remain constant for more than 65 feet along the street. A change in building height shall consist of a minimum of three feet.
  - (5) Maximum height of a single story building is 20 feet. One or more adjacent single story buildings shall continue for no more than 50 feet along the street.
  - (6) One or more adjacent multiple story buildings shall not continue for more than 120 feet along the street without an eight foot setback of the upper story(ies).
- E. Yards for principal buildings and accessory buildings.
- (1) No minimum yard setbacks are required.
  - (2) Maximum front yard setback for first story is three feet.
  - (3) Principal building must span a minimum of 90% of the frontage.



- (4) Where a drainage easement is required, front yard setback shall be measured from the easement.
- (5) Maximum front yard setback for upper stories is eight feet beyond the first story setback.
- (6) Recesses to accommodate entrances shall be a minimum of three feet and a maximum of twelve feet in depth and shall be provided at intervals of no more than 45 feet.

## **§ 116-14 Off-street parking, truck loading space and curb cut construction. See Appendix IV.**

### **K. VB District.**

- (1) In accordance with the 2012 Village Master Plan Update and §116-38 B.(2), in order to eliminate multiple entrances and exits, reduce traffic hazards, gain a higher efficiency in vehicular and pedestrian circulation, conserve space and to promote orderly development, shared parking facilities shall be provided between adjacent lots to serve a number of uses in such a manner as to obtain the maximum efficiency in parking and vehicular circulation, except where it is not physically feasible.
- (2) Shared alleyways for pedestrian and/or vehicular traffic shall be provided to connect public streets to parking areas to the rear of buildings. Alleyways shall be provided a maximum of 235 feet from the nearest intersection or alleyway and shall include a minimum sidewalk depth of five feet.
- (3) Vehicular access to parking areas shall be provided by shared alleyways in lieu of individual lot curb cuts.
- (4) Permeable pavement shall be used for all alleyways and parking areas.
- (5) Parking requirements shall be 60% of the spaces set forth in § 116-14.D. Schedule of off-street parking space requirements for nonresidential uses.
- (6) Parking requirements for residential uses shall be 1 space for a one bedroom unit, 1.5 spaces for a two-bedroom unit, and an additional 0.5 space for each additional bedroom.

## **ARTICLE IV Special Exception Uses (§ 116-20 – § 116-23) Special conditions and safeguards for certain uses.**

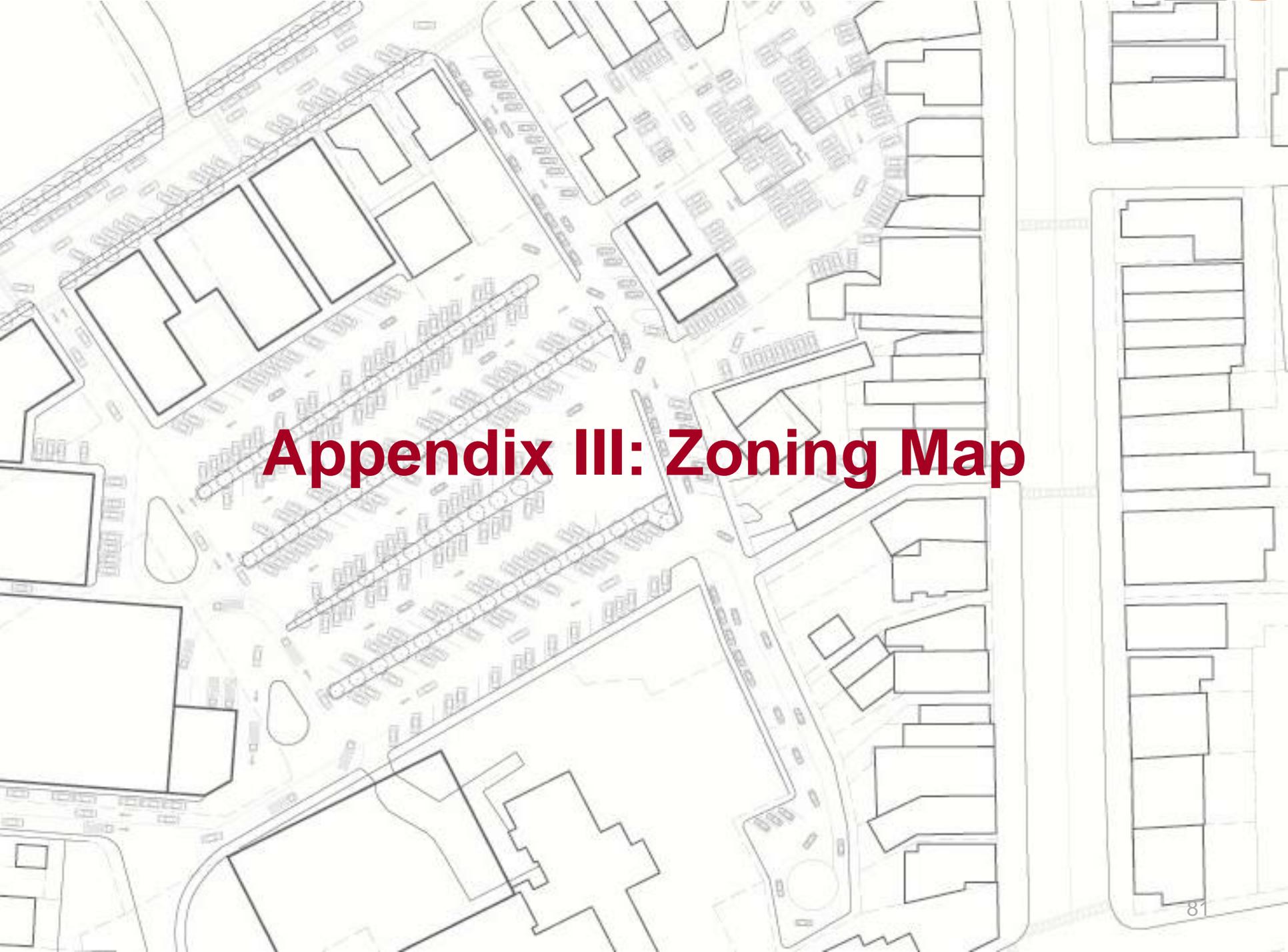
### **B. List of uses.**

- (19) Philanthropic, fraternal, social or educational institution office or meeting room, nonprofit.
  - (a) In any district, the lot area shall be not less than three acres nor shall the frontage be less than 200 feet on a street (not applicable in VB district).
- (26) Apartments on upper floors in the VB District
  - (a) One or more apartments (dwelling units) may be allowed on upper floors only.
  - (b) No apartment (dwelling unit) shall be provided on the first floor.
  - (c) Provisions shall be made for proper sanitary waste disposal and water supply facilities in conformance with the requirements of the Suffolk County Department of Health Services, and such facilities shall be designed to protect the groundwater reservoir from pollution, saltwater intrusion or excessive demand detrimental to the environment and neighboring properties.



(d) With respect to property located in a designated historic district under Chapter 65 of the Village Code, such use shall be limited to existing (as of January 1, 2011) building floor area unless it is determined by the Board of Appeals that any proposed development or redevelopment of new or additional building floor area will be compatible with the historic character of such existing building and such historic district. In the case of any such proposed development or redevelopment, the Board of Appeals shall refer the application for special exception use approval to the Board of Architectural Review and Historic Preservation for its report and comments before any determination by the Board of Appeals.

(e) The maximum floor area of a one bedroom apartment shall be 800 square feet. The maximum floor area of a two bedroom apartment shall be 1,250 square feet. No apartment shall contain more than two bedrooms.



# Appendix III: Zoning Map

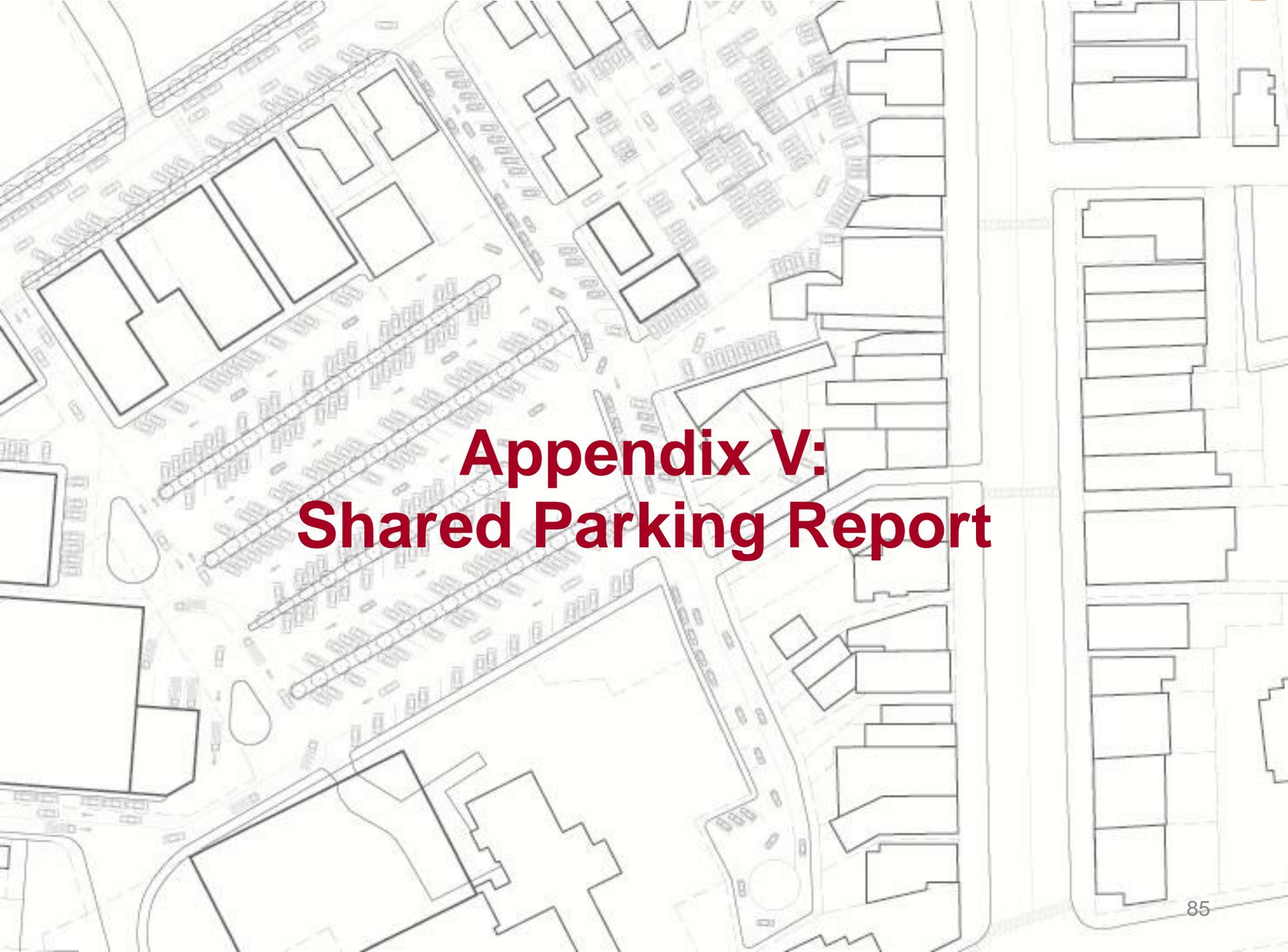


A detailed black and white line drawing of a city block, showing building footprints, streets, and parking areas. The drawing is oriented vertically on the page. The text 'Appendix IV: Historic District Map' is overlaid in red, bold font across the center of the map. The map shows a grid of streets with various building shapes and sizes, including some larger commercial-style buildings and smaller residential-style structures. There are also parking lots and what appears to be a transit stop or station area in the lower-left quadrant.

# Appendix IV: Historic District Map

# Historic District Map



An architectural site plan of a campus. The plan shows a central parking lot with two long, parallel rows of parking spaces. Surrounding the parking lot are various buildings of different shapes and sizes, some with multiple wings. The drawing is a line-art style, showing the outlines of buildings, roads, and parking spaces. The text "Appendix V: Shared Parking Report" is overlaid in the center of the plan in a large, bold, red font.

# Appendix V: Shared Parking Report



## CAMERON ENGINEERING & ASSOCIATES, LLP

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Tel: 516-827-4900  
Fax: 516-827-4920



260 Madison Avenue  
8th Floor  
New York, NY 10016  
Tel: 212-324-4000  
Fax: 646-216-2001

Sent From:

Sent From:

To: Jonathan Nettler  
From: Janice Fijina, P.E., AICP, David L. Berg, AICP and Alan J. King, Jr. P.E.  
Re: Shared Parking  
Date: September 20, 2010

The Village commissioned a study of parking in the downtown area in 2007. Five off-street municipal parking areas and on-street parking on Main Street, Jobs Lane, Hill Street, Windmill Lane and Nugent Street were analyzed. A total of 1,216 spaces were documented with a maximum of 899 spaces (74%) utilized during weekdays and 956 spaces (79%) utilized on weekends. Therefore the existing Village parking supply is more than 20% greater than the demand during the busiest peak hours. In addition, as the Village reported that developments have obtained variances to provide less on-site parking than required by the current code requirements, the excess of spaces exists even with fewer on-site spaces constructed than required by code. The Village therefore wanted to examine whether changes to the parking requirements in the Village VB District were warranted.

In addition, as part of the Southampton Village Center Visioning which has been in process for the past several years, several locations have been identified where shared parking lots would increase efficiency and provide more spaces within the same area as multiple distinct private lots. The Village wanted to examine methods to achieve shared parking lots.

The purpose of this Memo is to address these two concerns by looking at several issues related to parking:

- The ability to reduce the number of required parking spaces by considering a mix of uses
- The benefits of shared parking lots
- Various methods that can be used to achieve shared parking lots.



## Introduction

According to "Driving Urban Environments: Smart Growth Parking Best Practices":

*"Shared parking can be defined as parking utilized jointly among different buildings and facilities in an area to take advantage of different peak parking characteristics that vary by time of day, day of week, and/or season of year. For example, many businesses or government offices experience their peak business during normal daytime business hours on weekdays, while restaurants and bars peak in the evening hours and on weekends. This presents an opportunity for shared parking arrangements. Historically, local zoning ordinances have not permitted shared parking—stating that if two or more uses are located on the same lot or in the same structure, the total number of parking spaces required equals the sum of spaces required for each individual use. Since most parking spaces are only used part time, this policy leads to the underutilization of many parking facilities, with a significant portion of spaces unused. On the other hand, by allowing for and encouraging shared parking, local jurisdictions can decrease the total number of spaces required relative to the total number of spaces needed for each land use separately. As a result, allowing for shared parking arrangements significantly reduces the amount of land devoted to parking and, in so doing, creates more opportunities for creative site planning and landscaping."*

The Village of Southampton downtown area could be made significantly more vibrant through changes to its local parking codes. The Village already has shared public parking lots and this concept could be expanded so that instead of individual buildings each having parking areas on their sites, all parking could be provided in one or more consolidated locations. Since this concept allows residents and visitors to park in one stall and walk to multiple businesses, a single parking space serves multiple businesses, and therefore the total parking demand of multiple land uses is smaller than the demand of each individual business.

The mix of offices, residences, and businesses also contributes to each single parking space serving more than one land use. This allows the lower usage periods for each use to offset the peak period needs of other uses. Fostering a vibrant downtown partly depends on using appropriate parking requirements that are lower than what they would typically be for separate, individual land uses. This approach to parking supports the inherent nature of a downtown which is clustered, attractive, and walkable. Consolidating required parking has many distinct benefits:

- It reduces possible traffic congestion from circuitous searches for parking spaces spread out among individual buildings with separate access points
- It reduces traffic volume from people who leave one business' parking space then enter another within the Village
- It increases "foot traffic" past individual businesses, helping the area's economic potential



## Shared Parking Reductions

Currently, the Village code is similar to many typical suburban municipalities, in that parking requirements are given for specific land uses, as though all land uses are separate and require all visitors to drive. In practice, this results in a surplus of parking spaces. There are many formulas to calculate the amount of shared parking reductions that can result from mixed uses with different peak parking periods. The American Planning Association report, "Smart Codes: Model Land Development Regulations", provides several alternative formulas, including this one:

"Business establishments constituting different categories of use may share parking as follows:

- If an office use and a retail sales and service use share parking, the parking requirement for the retail sales and service use may be reduced by 20 percent, provided that the reduction does not exceed the minimum parking requirement for the office use.
- If a residential use shares parking with a retail sales and service use other than lodging uses, eating and drinking establishments, or entertainment uses, the parking requirement for the residential use may be reduced by 30 percent, provided that the reduction does not exceed the minimum parking requirement for the retail sales and service use.
- If an office and a residential use share off-street parking, the parking requirement for the residential use may be reduced by 50 percent, provided that the reduction shall not exceed the minimum parking requirement for the office use."

Therefore the reductions for shared parking among uses can be quite significant. Cameron Engineering has analyzed potential "downtown parking rates" which would be appropriate for the Village of Southampton, considering the reductions that are reasonable for shared parking:

- Apartments – 1 space per apartment (each apartment is called a "unit")
- Office and Retail – 3 spaces per 1,000 square feet (or, 1 space per 333 square feet)

The analysis consisted of several components:

- We reviewed the latest (4<sup>th</sup>) edition of the Institute of Transportation Engineers (ITE) *Parking Generation* manual, and then applied credits to account for the way a downtown with mixed uses operates.
- We reviewed the results of recent Village parking counts, and accounted for the downtown's busiest parking periods of the week: between 11:00 am and 2:00 pm.
- We looked at outside sources on "transportation demand management," abbreviated as "TDM." TDM is a general term for strategies that result in more efficient use of transportation-related features, including parking. By incorporating TDM strategies, the Village of Southampton can plan a more vibrant downtown. The "TDM Encyclopedia" is an online reference that promotes innovative TDM strategies and



provides case studies and references to enable these strategies to be implemented locally.

- We incorporated a reasonable rate for “shared parking” to account for downtown offices, retail stores, and apartments being close to each other and walkable. Since each individual parking space would serve multiple buildings, it would create more paved spaces than necessary to treat the downtown uses as separate entities with separate parking demands.

## Apartments

The Village requirement for multiple dwellings (§116-14C) is 2 spaces per dwelling unit. The Town of Southampton requirement for multiple dwellings (§330-94) depends on the number of bedrooms: 1.5 spaces per efficiency (studio) apartment, 1.75 per 1-bedroom apartment, and 2 per 2-bedroom apartment. According to “Driving Urban Environments: Smart Growth Parking Best Practices”, the range for residential uses is 0.2 to 2.0 spaces per unit. However, each of these rates do not account for said dwellings being walkable to the rest of the downtown and close to various other types of land uses. These features significantly decrease the individual use’s parking needs.

The ITE manual supports an initial (non-downtown) rate of 1.42 spaces per unit (regardless of unit size). This rate should be reduced to account for shared parking. The above reference provides a 30 to 50% reduction for residential uses with retail and office uses, respectively. Using a typical shared parking rate of 10-13% plus a reduction due to the fact that residential uses need at least 20% fewer spaces in the middle of the day compared to their peak that happens overnight, the overall accounting for “midday downtown” apartments is a 33% reduction that complies with the ITE manual and the TDM Encyclopedia. This is also in line with the 30-50% reduction noted above. With the 33% reduction, the downtown-peak-period apartment parking demand becomes 0.99 spaces.

**Conclusion:** *It is our professional opinion that a reasonable downtown parking rate is “1 space per apartment unit” independent of bedrooms, but assuming mainly one-bedroom units. Should the Village choose to provide a safety factor, 1 space would be required for a one bedroom apartment, 1.5 spaces would be required for a two-bedroom unit, and an additional 0.5 spaces would be provided for each additional bedroom over two.*

## Offices and Retail

The Village requirement for offices and retail uses (§116-14C) is 1 space per 180 square feet, which corresponds to 5.6 spaces per 1,000 square feet. This matches the Town of Southampton requirement for offices and retail stores (§330-94). The Town has a separate requirement for restaurants: 1 per 150 square feet for a take-out establishment, or 1 per 3 persons plus 1 per employee for a standard establishment. According to “Driving Urban Environments: Smart Growth Parking Best Practices”, the range for office uses is 0.5 to 3.0 spaces per 1,000 square feet; the retail rate is not applicable as it is for large shopping centers. However, each of these rates do not account for said offices or retail uses being walkable to the rest of the downtown and



close to various other businesses and residences. Again, these features significantly decrease an individual use's parking needs.

**Office Analysis** - The ITE manual supports an initial (non-downtown) rate of 2.51 (average) to 3.45 (85<sup>th</sup> percentile) spaces per 1,000 square feet for offices. Accounting for shared downtown parking yields a maximum of 3.00 spaces per 1,000 square feet, a 13% reduction. Again, with downtown office, retail, and apartment uses being close to each other and walkable, each individual parking space would serve multiple buildings.

The ITE and the TDM Encyclopedia report that office uses drop significantly on the weekends, while retail uses are consistently active in the middle of the day throughout the week. Therefore, using a rate of 3 spaces per 1,000 square feet will be slightly conservative for office uses.

**Conclusion:** *It is our professional opinion that a reasonable downtown parking rate is "3 spaces per 1,000 square feet for downtown offices."*

**Retail Analysis** - The ITE manual supports an initial (non-downtown) rate of 2.94 (average) to 3.90 (85<sup>th</sup> percentile) spaces per 1,000 square feet for retail uses. As far as parking is concerned, the specific retail uses (restaurant or items-for-purchase store) is irrelevant.

Applying the 13% downtown shared parking credit reduces the peak 85<sup>th</sup> percentile parking rate to 3.39 spaces per 1,000 square feet. Applying the 13% credit to the average rate reduces it to 2.56 spaces per 1,000 square feet. The average condition is well below the "3 spaces per 1,000 s.f." rate, and is within 10 percent of the 85<sup>th</sup> percentile condition.

This 10 percent difference is supported in the Village in two ways. During the recent downtown-area parking counts, there were at least 255 spaces available during the busiest times of the week. These spaces, combined with the weekend surplus from reduced office activity, would provide an adequate cushion for temporary peaking of retail uses in the downtown. Additionally, as the mix of office vs. retail can shift over time, it makes sense to come up with an averaged parking rate for office and retail uses together. As stated above, 3 spaces for 1,000 square feet is conservative for office uses, and that offsets the potential for a slightly higher peak retail demand.

**Conclusion:** *It is our professional opinion that a reasonable downtown parking rate is "3 spaces per 1,000 square feet for downtown retail stores."*

Additional information on shared parking is provided in Attachments 1 through 3.

#### Methods that can be used to achieve shared parking lots

For currently developed lots, there are few ways to convince private property owners to turn their existing parking lots into shared lots. Potential options include:

- Local governments can negotiate leases, easements, or purchase agreements with the private landowners in order to be able to reconfigure lots and open existing spaces up to shared parking. The Village of Port Jefferson has negotiated 99-year leases for



some private parking lots.<sup>1</sup> The Village of Southampton acquired at least two private parking lots through a transfer of ownership that involved no monetary consideration.<sup>2</sup>

- Property owners would be far more likely to enter into use agreements if a reliable indemnification agreement to protect against injuries/accidents on their property were drafted.
- Local governments can codify incentives for private landowners to enter into shared parking arrangements with each other. This would allow neighboring uses with complementary parking needs to show that their combined need is less than their needs calculated individually. For example, an office and a restaurant could show that their peak parking needs occur at different hours allowing some of the parking spaces to be shared. The code would allow reductions in required off-street parking for compatible uses which execute a shared parking agreement. In this case, we are recommending that the mix of uses in the downtown area justifies a shared parking credit and that zoning code be amended to include a reduction of the parking requirements in the VB District.

There are various mechanisms to fund the acquisition of land, and the development and maintenance of public parking that include:

- Local governments can establish a special assessment district where property owners are not required to provide on site parking spaces, but instead participate in a taxing district which creates and maintains shared parking facilities.
  - These districts can be created through a property owner approval process and administered by the municipality. They receive funding for acquisition, maintenance, signage, etc. from assessment fees levied on private property owners.
  - In some cases private property owners retain title over their land, but they share the land and the parking spaces with other owners in the district. Because the district is controlled by the municipality, it can assemble smaller parking lots together and form a larger, more efficient parking facility. It is critically important to establish clear rules of governance for a parking management district so each individual property owner knows his rights and limitations within it. If private property owners are unwilling to enter into an agreement with other property owners to create a parking management district then the municipality may have to resort to either negotiating an easement with the property owner to use the land for shared parking, or it would have to consider buying the land to establish a municipal parking lot.
  - The Town of Riverhead has a Parking District that taxes property owners to maintain public lots and build reserves for future improvements. The Town currently has sufficient parking but anticipates a future need (see Attachment 2). The Village of Garden City imposes a Benefit Assessment on owners whose properties are adjacent to municipal lots. The assumption is that tenants of these

<sup>1</sup> Personal communication between David Berg of Cameron Engineering and Village Comprehensive Plan Committee.

<sup>2</sup> Personal communication between David Berg of Cameron Engineering and Donald E. Mahoney



properties utilize the public lots and therefore they (or the owner) should pay for their upkeep. According to Village officials, the lots were created in the 1930s and the specific mechanism is not known.<sup>3</sup> In some Parking Districts, property owners that already have on-site parking receive credit for their existing spaces.

- Local governments can impose fees in lieu of parking. Literature research shows rates from as low as \$2,000 per space to over \$50,000 per space (Palo Alto, CA). Some of this cost is recouped through the property owners' avoided cost of not building and maintaining parking. Some municipalities (eg., Old Pasadena) have a parking credit program where businesses pay a fee in lieu on an *annual* basis. Others do both an upfront and an annual fee. Municipalities put the payments into dedicated funds to build new surface and structured parking and to maintain existing lots.
- Downtown parking districts collect a special tax based on the parking impacts of various land uses and then use the revenue to fund additional public parking in the assessment area.
- Jurisdictions often establish special parking commissions to make recommendations about fees and expenditures.
- Property owners might transfer ownership of their parking lots to a municipality if 1) the transaction was a simple cash deal, 2) if the payment was in the form of a multi-year tax abatement, 3) in exchange for additional square footage, 4) in exchange for a permanent waiver of their on-site parking requirements.
- The value of a private parking lot to the owner is in the form of dedicated and convenient access to their tenant's business. That value might be determined based on the turnover of those spaces and the average sales for those store visitors (less the overhead associated with the spaces).

If the Village does not choose to acquire property for parking, one option would be to encourage property owners to build parking in a way that can be shared. The Village could more easily achieve this if they were to consider a reliable indemnification agreement to protect property owners against injuries/accidents on their property, and if the Village assumed responsibility for operation and maintenance as if the lots were municipal lots. While our research located many ordinances which allowed shared parking lots, we did not locate ordinances that required shared parking lots. We did find examples where joint access was required or shared parking was encouraged.

Attachment 4 is a Model Ordinance from Tampa which requires joint access between properties.

The Village of Pinehurst (North Carolina) encourages joint access:

*Wherever possible, ingress and egress between various properties shall be shared in an attempt to minimize curb cuts. The Village of Pinehurst encourages adjacent landowners to enter into agreements providing access easements to accomplish this goal.*

The City of Milwaukee requires property owners to prove that shared parking was investigated and found to not be feasible.

<sup>3</sup> Personal communication between David Berg of Cameron Engineering and Gerard Kitani of Village of Garden City.



*Shared Parking Required When Feasible. If the development is adjacent to a land use with off-street parking facilities and different hours of operation, and the applicant believes that provision of shared parking is infeasible, the applicant shall submit to the commissioner a signed affidavit indicating that the applicant has made a good-faith effort to locate shared parking facilities, documenting the nature and extent of that effort, and explaining the rationale for concluding that the provision of share parking facilities is infeasible.*

The City of Tumwater, Washington defines shared parking and combined parking, and may require developments to create shared parking arrangements when it's been determined that there is a demand to do so and is authorized to group parking facilities together where applicable. (Attachment 5)

In discussions with the Village a reasonable approach could be requiring new developments to provide shared parking areas, while providing the benefits of Village indemnification, operation and maintenance. This benefits the property owners in several ways:

- The property owner will generally have more parking available to the efficiency gained through larger lot areas
- The property owner will be protected against injuries and accidents in the parking area on their property,
- The property owner will not be responsible for the costs of maintaining the parking area on their property

This approach would require legal agreements between the Village and property owners.



## ATTACHMENT 1

Source: PRELIMINARY WORKING REPORT, Developing Parking Policies to Support Smart Growth in Local Jurisdictions: Best Practices, Wilbur Smith Associates, 2006

### "Best Practices: Shared Parking

*Shared parking is based upon the concept of using the same parking spaces for two or more different land uses at different times. For example, many businesses or government offices experience their peak business during normal daytime business hours on weekdays, while restaurants and bars peak in the evening hours and on weekends. This presents an opportunity for shared parking arrangements.*

*Shared parking can significantly improve the economics of constructing new parking by providing greater turnover in the facility – rather than one user per day a facility may service multiple users. If parking charges exist, this turnover can increase the ability to finance the facility. Allowing for shared parking arrangements significantly reduces the amount of land devoted to parking and, in so doing, creates more opportunities for creative site planning and landscaping. In addition to revisions to local zoning codes to enable shared parking, shared parking arrangements can be implemented through shared parking agreements between individual developers or the construction of public parking facilities.*

*Some local jurisdictions incorporate language in local ordinances to permit and even encourage shared parking. These jurisdictions allow shared parking to meet minimum parking requirements for uses located within the same lot or building and also permit off-site shared parking arrangements to meet on-site parking requirements for complementary uses within a defined area. These location requirements are typically based on acceptable walking distances.*

*In some cases, shared parking can be an informal or formal agreement among different peak users on different days. Shared parking arrangements can also be implemented through shared parking agreements between individual developers or the construction of public parking facilities.*

### Examples:

*San Diego (CA) Municipal Code states that shared parking facilities must be located within 600 feet of the uses served. Eugene (OR) Municipal Code allows for a longer distance stating that required off-street parking facilities must be within 1320 feet of the development site that the parking is required to serve. Los Angeles CA allows for 1,500 feet.*

*In Ashland, Oregon, and in Indio, California, the city shares its parking resources to address seasonal parking shortages during its annual festival season.*

### Detailed Example: Shared Parking – Montgomery County, Maryland



The Montgomery County Zoning Ordinance allows for shared parking when any land or building is under the same ownership or under a joint use agreement and is used for 2 or more purposes. The uses being served by the shared parking arrangement must be within a 500 feet walking distance of the shared parking facility. The following is a generalized example (Zimbler, 2002).

The calculations are based on a development project with general retail and office uses. The retail use has a gross floor area of 100,000 square feet and the office use has a gross floor area of 100,000 square feet. The development is located in the designated Southern Area of Montgomery County and is located 1,000 feet from a Metro station.

Given this location, the minimum amount of parking normally required for a retail use is 5 spaces per 1,000 square feet gross floor area and the minimum requirement for an office use is 2.1 spaces per 1,000 square feet gross floor area. The following table summarizes the calculations. The "percentage of parking requirement column" is based on the parking credit schedule in the Montgomery County Zoning Ordinance

	Minimum Parking Requirement	Office Use Percentage of Parking Requirement	Adjusted Parking Requirement	Minimum Parking Requirement	RETAIL USE Percentage of Parking Requirement	Adjusted Parking Requirement	Parking Requirement by Time Period
Weekday Daytime	210	100%	210	500	60%	300	510
Weekday Evening	210	10%	21	500	90%	450	471
Weekend Daytime	210	10%	21	500	100%	500	521
Weekend Evening	210	5%	10.5	500	70%	350	360.5
Nighttime	210	5%	10.5	500	5%	25	33.5

For this example, the minimum parking requirement for the shared parking arrangement is 521 spaces since that is the maximum number of spaces across the five time periods. This is significantly less than what would otherwise be required, 710 spaces, if shared parking were not permitted—a 26% reduction in the minimum parking requirement."



## ATTACHMENT 2

Information from Town of Riverhead via email

### **PARKING DISTRICT**

Source: East Main Street Urban Renewal Plan:

<http://riverheadli.com/Urban.Renewal.Plan.Update.October.10.01.08.pdf>

The Riverhead Parking District No. 1 was adopted as an official Town of Riverhead Special District regulated by Article 12, Section 190 of the New York State Town Law. The district is a taxing jurisdiction that levies taxes on all property owners within the district on an ad valorem basis. Figure 5 depicts the geographic boundaries of the district, which have been extended since its inception. The district is not required to provide parking for all uses located downtown. Rather, the purpose of the district is to demand and create additional parking spaces that serve the downtown area. According to §108-60(I) of the *Code of the Town of Riverhead*, owners of property within a parking district do not have to provide off-street parking. The Town Board, which serves as the regulating board of the district, may vote on issues including changing the district boundaries and maintenance and improvement projects. An extension of the district requires a public hearing prior to a vote by the Town Board. Decisions made must be based on the overall benefit of the district to downtown.





Source: East Main Street Urban Renewal Plan GEIS discussion of Parking and Transportation on page 204 of pdf: <http://riverheadli.com/E.Main.St.Urbad.Renewal.GEIS.pdf>

An adequate and convenient off-street and on-street parking supply is critical to the commercial success of a downtown center in the absence of robust public transportation systems as are present in many urban areas. Inadequate parking supply results in prolonged parking searches, congestion due to increased side friction as vehicles wait for spaces to be vacated and maneuver into and out of on-street spaces, and increased driver frustration which can result in patrons choosing to seek goods or services elsewhere.

With the exception of the parkland along the Peconic River waterfront, all the property within the EMSURA is within the DC-1 zoning district. As such, developers of these properties are technically required to provide off-street parking based on land use in accordance with the Parking Schedule contained in the Town's zoning code. However, within the downtown area, and including the EMSURA, the Town has created a parking district, whereby property owners pay a fee in lieu of providing off-street parking. As nearly all properties within the EMSURA are members of the parking district, few properties provide off-street parking for patrons and visitors. Rather, their parking demands are met by a combination of on-street and off-street parking in lots maintained by the Riverhead Parking District No. 1 (see Figure 2-5). In this manner, fragmented off-street parking, a proliferation of access driveways onto the roadways to serve small amounts of parking located on individual properties, and the utilization of valuable downtown property for parking rather than usable business space, is avoided. In order to establish the adequacy of the existing parking supply to meet current demand, and its capability to meet future parking demand, a parking inventory and occupancy study was conducted.

Town of Riverhead Parking Management Workshop Report:  
<http://riverheadli.com/07.09.parking.management.workshop.pdf>

Village of Greenport Parking Management Workshop Report was online but can't seem to find the link.

Let me know if you have any other questions.

Chris

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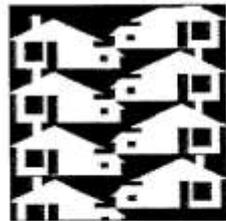
## ATTACHMENT 3

### Shared Parking Fact Sheet



## 8. Shared Parking

### Fact Sheet



This smart growth tool can be used in rural, suburban, or urban communities.

### What is Shared Parking?

Shared parking is a tool through which adjacent property owners share their parking lots and reduce the number of parking spaces that each would provide on their individual properties. Shared parking is not a new concept. It has been used extensively in traditional neighborhood commercial nodes and downtown settings for decades. In these locations, there are higher-density office or apartment buildings, with shops and restaurants lining the sidewalks. People often park in one spot and then walk from one destination to another. The effect is that those various uses share the same parking spaces. Shared parking is being used more and more in conjunction with new development. If adjacent land uses have different peak hours of parking demand, then they can share some of the same parking spaces.

### Why use Shared Parking?

Parking is one of the largest uses of land in urban and especially suburban areas. In a typical suburban shopping center, for example, parking occupies more land area than the building itself. Often, sites with large parking lots are located next door to other sites with equally large lots. If adjacent sites serve different purposes, each parking lot may lie empty for long periods of time. This suggests that an excessive amount of space is given over to parking, and that less parking would be needed if the lots were somehow connected, shared, and used more efficiently. Shared parking can reduce the amount of land needed for parking, creating opportunities for more compact development, more space for pedestrian circulation, or more open space and landscaping.

### Two Approaches to Shared Parking

There are two main approaches to shared parking: (1) contractual agreements between adjacent uses; and (2) parking management districts. Whereas the first approach involves only two adjacent users, the second approach encompasses an entire district with multiple property owners. Under a contractual agreement, the circumstances under which parking spaces would be shared would be explicitly defined in the contract. In a parking district, all uses within the district would have access to all the parking spaces at any given time.



## Approach 1: CONTRACTUAL AGREEMENT BETWEEN TWO ADJACENT USES

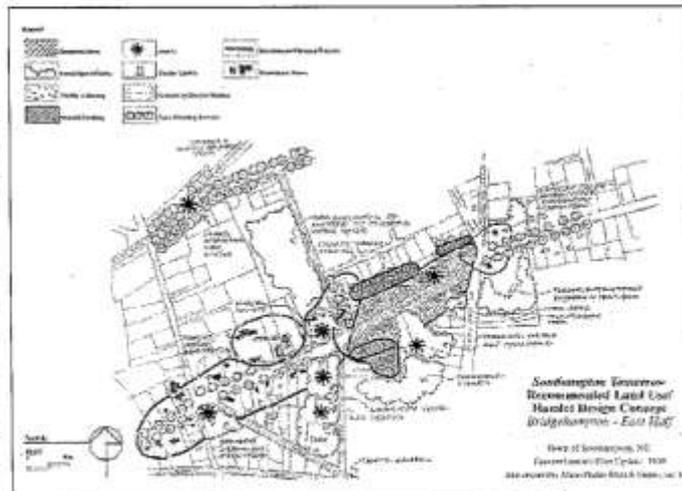
### Toolbox

- ✂ **Special Permit Approval.** For two uses in a commercial area, shared parking should be encouraged as part of the review process. The provisions should state that shared parking between two adjacent land uses (whether on the same site or on adjacent sites) would be preferred, especially if they have different peak times (e.g., a movie theater and a supermarket) or, conversely, if they share the same patrons (e.g., a dry cleaner and a deli)
- ✂ **Demonstrated Difference in Peak Parking Demand.** As part of the approval process, the developer would have to demonstrate that the two land uses have differing peak-hours (or days, or seasons) of parking demand, or that the total parking demand at any one time would be adequately served by the total number of parking spaces.
- ✂ **Contractual Agreement Required.** A development agreement between sharing property owners is necessary in order to ensure the proper functioning of the shared parking arrangement. The adopting ordinance needs to require such an agreement between developers as a condition of engaging in shared parking, and model language for an agreement should be adopted.

This plan for the Bridgehampton hamlet center in Southampton, Long Island calls for a shared parking area that would serve the hamlet businesses. (Source: APPS, Inc.)

### Keys to Success

- 🔑 **Target auto-oriented mixed-use commercial uses.** Shared parking works best in situations where there are somewhat dissimilar land uses, with different peak hours of use — i.e., a hotel and an office, or a home supply store and a movie theater. A traditional mix of uses (in the form of a "Main Street" environment) is not necessary, but the use mix must be varied enough to generate different peak times of demand. But





bear in mind that shared parking can also work for complementary uses where the patrons go from store to store (e.g., an antique center). The essential ingredient in both cases is that patrons park once.

 **Keep the "sum" clause.** Most zoning ordinances have minimum parking requirements for each individual use, and on multi-use sites, most zoning ordinances require that the total parking requirement be equal to the sum of the requirement for each individual use. This requirement should not be removed, because it ensures an adequate amount of parking where there are two similar uses on the same site, especially where they do not share the same customers. For example, a site with a grocery store and a home supply store would tend to have the same peak-hours of customer attraction. The "sum" clause would ensure that adequate parking is available during weekends and evenings.

 **Provide zoning incentives in auto-oriented business centers.** In many commercial centers and office parks, businesses depend on large parking lots for business and have a natural business incentive to provide as much parking as possible. Zoning incentives for shared parking can encourage a reduction in the size of the parking lots. Incentives that could be provided for shared parking include an increase in floor area ratio (FAR) and increased flexibility in certain bulk regulations, such as building coverage or height. Incentives for shared parking are generally not necessary in traditional neighborhood centers or downtown areas, because the scarcity of land in those locations provides an inherent economic incentive for pursuing shared parking.

 **Make shared lots walkable.** Parking spaces that are shared should be located within a reasonable walking distance of all the destinations they are intended to serve. Generally, the preferred parking-space-to-front-door distance that a person is willing to walk for shopping or work is 400 to 800 feet, and the maximum is generally 1,200 feet. In addition, walkways, crosswalks, decorative paving, stop signs for cars, and landscaping are needed to allow ease of walking through the parking areas, such that the shared parking area is well-integrated with each of the sites that it serves.



 **Conduct a demonstration project.** Demonstration projects can help develop interest in shared parking. A local government can spearhead the task of developing a shared parking arrangement between two adjacent uses, taking on the time and cost of analyzing the parking demand, developing a potential sharing scheme, and preparing and negotiating the shared parking agreement. This initiative would create a model that could be used by other developers on independent shared parking arrangements.

## Approach 2: PARKING MANAGEMENT DISTRICTS

### Toolbox

-  **Collection of Fees.** In a parking management district, each property is levied a fee, based on the assessed value of the property, which is used to support the functions of the district. The district is responsible for parking-related maintenance, security, taxes, enforcement, utilities, signage, and so on. Fee collection can be facilitated by the local government, by being included as a separate line item on property tax bills.
-  **Governance by Oversight Committee.** A parking district is typically governed by an oversight committee elected by the members of the district. The oversight committee would be responsible for overseeing the district and responding to the concerns of members.

### Keys to Success

-  **Target compact, mixed-use, pedestrian-oriented commercial nodes where parking is in short supply.** Parking districts are particularly well-suited to locations with multiple small property owners in a compact, pedestrian-oriented setting. Such an environment is conducive to walking, and therefore, most customers will prefer to park once and then circulate on foot. The parking district allows many businesses to share the same pool of parking, a desirable outcome in locations where parking is in short supply.
-  **Redesign the parking lots.** As compared to shared parking agreements between two adjacent sites, the creation of a parking management district opens up the opportunity of comprehensively redesigning the parking lots. Rather than having a



Parking is often provided to excess. These shopping centers along Route 58 in Riverhead, Long Island have provided acres of parking that are often underutilized. This image is ubiquitous in America. (Source: APPS, Inc.)

series of smaller-sized parking lots divided by arbitrary lot lines with landscaped buffers, lots can be consolidated and circulation systematized, with more creative and effective landscaping, pedestrian circulation, and lighting.



**Charge for parking.** Users are generally accustomed to paying for parking in a neighborhood or downtown environment. Because parking is limited, paid parking will encourage some people to walk, carpool, or use transit, rather than driving. Also, paid parking encourages greater turnover of parking spaces, which is critical for business in an environment where parking is in short supply.



**Establish rules for new development.** Even though all spaces in a parking district are shared, property owners often maintain title over the portions of their properties that lie within the common parking field. If the membership in the district exempts the owner from making available a minimum number of spaces on his or her property, the owner could potentially remove the parking spaces on the property to make way for an addition. Such an action would remove spaces from the district while creating additional parking demand through the increase in building space. When the parking district is established, rules should be set up to determine whether such an action would be permissible and what the property owner's obligation would be to the district. For example, the district bylaws could stipulate that a property owner could undertake an expansion only if he or she provided additional spaces elsewhere. Similarly, rules would have to be established in the case of a district expansion or contraction.



**Take on-street parking into account.** In a compact environment, where parking spaces are in short supply, on-street parking is a critical resource. Those on-street spaces should be managed by the parking district as well. They should be metered, as the turnover of on-street spaces is particularly important for business, and they should be redesigned in conjunction with the redesign of the off-street lots.

#### For More Information

1. Portland Metro. Shared Parking Handbook, 1997. <[www.metro-region.org/metro/growth/main/sharedpark.pdf](http://www.metro-region.org/metro/growth/main/sharedpark.pdf)>.
2. Victoria Transport Policy Institute, Online Transportation



Demand Management Encyclopedia, 2001:

<[www.vtpi.org/tdm](http://www.vtpi.org/tdm)>.

3. Urban Land Institute, Washington, DC. Phone: (202) 624-7000, <[www.uli.org](http://www.uli.org)>.

See also, Detailed Technical Analysis on Shared Parking, available through CRCOG.

Prepared by Abeles Phillips Preiss & Shapiro, Inc., 2002.



## ATTACHMENT 4

### Excerpts from Tampa Access Management Report



- b) The *(permitting department)* determines that the connection does not create a safety or operational problem upon review of a site specific study of the proposed connection prepared by a registered engineer and submitted by the applicant.
3. Where no other alternatives exist, the *(permitting department)* may allow construction of an access connection along the property line farthest from the intersection. In such cases, directional connections (i.e. right in/out, right in only, or right out only) may be required.
4. In addition to the required minimum lot size, all corner lots shall be of adequate size to provide for required frontyard setbacks and corner clearance on street frontage.

## Section 7. Joint and Cross Access

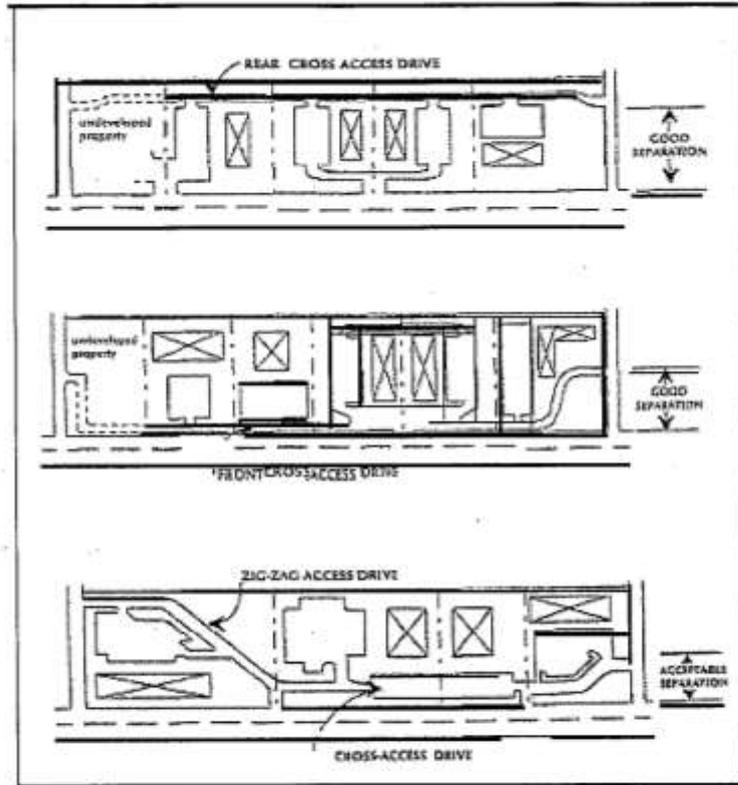
1. Adjacent commercial or office properties classified as major traffic generators (i.e. shopping plazas, office parks), shall provide a cross access drive and pedestrian access to allow circulation between sites.

*Commentary: Adjacent shopping centers or office parks are often not connected by a service drive and sidewalk. As a result, customers who wish to shop in both centers, or visit both sites, must exit the parking lot of one, travel a short distance on a major thoroughfare, and then access the next site. A cross access drive reduces traffic on the major thoroughfare and reduces safety hazards. This in turn, can have positive business benefits by providing easy access to one site from another.*

2. A system of joint use driveways and cross access easements as shown in Figure 4 shall be established wherever feasible along *(name affected corridors, including FIHS, or refer to a list)* and the building site shall incorporate the following:
  - a) A continuous service drive or cross access corridor extending the entire length of each block served to provide for driveway separation consistent with the access management classification system and standards.
  - b) A design speed of 10 mph and sufficient width to accommodate two-way travel aisles designed to accommodate automobiles, service vehicles, and loading vehicles;
  - c) Stub-outs and other design features to make it visually obvious that the abutting properties may be tied in to provide cross-access via a service drive;
  - d) A unified access and circulation system plan that includes coordinated or shared parking areas is encouraged wherever feasible.



Figure 4: Examples of Cross Access Corridor Design

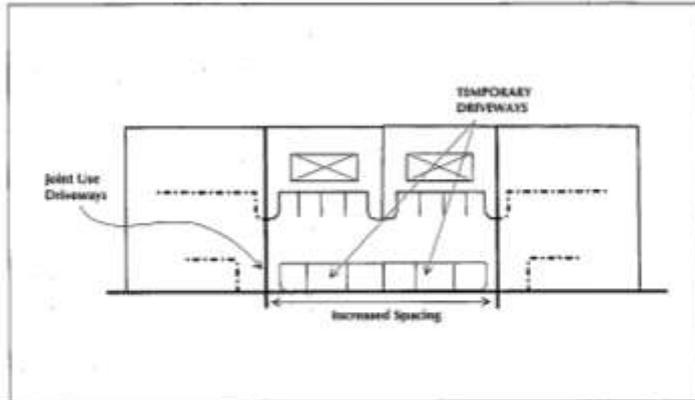


Source: City of Orlando

This illustration shows that sufficient separation is needed between side street access to the property and the major road.



Figure 5: Joint and Cross Access



Source: City of Orlando.

3. Shared parking areas shall be permitted a reduction in required parking spaces if peak demand periods for proposed land uses do not occur at the same time periods.

*Commentary:* For example, a bank and a movie theater need parking for their patrons at two distinctly different times.

4. Pursuant to this section, property owners shall:
  - a) Record an easement with the deed allowing cross access to and from other properties served by the joint use driveways and cross access or service drive;
  - b) Record an agreement with the deed that remaining access rights along the thoroughfare will be dedicated to the (city/county) and pre-existing driveways will be closed and eliminated after construction of the joint-use driveway;
  - c) Record a joint maintenance agreement with the deed defining maintenance responsibilities of property owners.

*Commentary:* See Appendix I for a sample cross access agreement from the City of Orlando. These agreements must be prepared with the assistance of an attorney. The joint access provisions above were adapted from the City of Orlando Code of Ordinances, Land Development Code, Chapter 61, Roadway Design and Access Management. These provisions should be mandatory for local segments of the Florida Intrastate Highway System and all other major thoroughfares zoned for intensive commercial or office development. Another option is that used by the City of Orlando, who ties joint access requirements to specific zoning districts.



5. The (permitting department) may reduce required separation distance of access points where they prove impractical, provided all of the following requirements are met:
  - a) Joint access driveways and cross access easements are provided wherever feasible in accordance with this section.
  - b) The site plan incorporates a unified access and circulation system in accordance with this section.
  - c) The property owner shall enter a written agreement with the (city/county), recorded with the deed, that pre-existing connections on the site will be closed and eliminated after construction of each side of the joint use driveway.

6. The (permitting department) may modify or waive the requirements of this section where the characteristics or layout of abutting properties would make development of a unified or shared access and circulation system impractical.

*Commentary: This model provides that where properties are unable to meet driveway spacing requirements, then the planning or public works official may provide for less restrictive spacing, based on the conditions that joint use driveways and cross access easements must be established wherever feasible. A variance is provided only where joint and cross access is not practical. Variances and other remedial actions such as those described above are necessary to prevent unusual hardship on property owners and other situations that could incur a regulatory taking. (Note: Variances and special conditions, like standards for nonconforming features, must be consistently and rigorously applied.) These standards are also applied to phased development in the same ownership and leasing situations. Where abutting properties are in different ownership, cooperation is encouraged but not required. But the building site under consideration is subject to the requirements, which are recorded as a Binding Agreement prior to issuing a building permit. Abutting properties will be brought into compliance as they are developed or initiate retrofitting requirements, as provided in Section 13. In the meantime, the property owner will be permitted a temporary curb cut and driveway that will be closed upon development of the joint use driveway.*

## **Section 8. Interchange Areas**

1. New interchanges or significant modification of an existing interchange will be subject to special access management requirements to protect the safety and operational efficiency of the limited access facility and the interchange area, pursuant to the preparation and adoption of an access management plan. The plan shall address current and future connections and median openings within 1/4 mile of an interchange area (measured from the end of the taper of the ramp furthest from the interchange) or up to the first intersection with an arterial road, whichever is less.
2. The distance to the first connection shall be at least 660 feet where the posted speed limit is greater than 45 mph or 440 feet where the posted speed limit is 45 mph or less. This distance shall be measured from the end of the taper for that quadrant of the interchange.



## ATTACHMENT 5

### City of Tumwater

#### 18.50.090 Shared and combined parking facilities.

##### A. Definitions

1. Combined parking: Two or more land uses or a multi-tenant building which merge parking needs to gain a higher efficiency in vehicular and pedestrian circulation, economize space, reduce impervious surface and result in a superior grouping of building (s).

2. Shared Parking: Two or more land uses or a multi-tenant building which merge parking needs based on "different" operating hours to gain a higher efficiency in vehicular and pedestrian circulation, economize space, reduce impervious surface and result in a superior grouping of building (s).

B. General provisions. The Development Services Director may require an applicant to demonstrate that shared or combined parking is feasible when adjacent land uses have different hours of operation. Mixed use and shopping center developments with similar operating hours may also be required to submit a parking demand study to determine if parking can be combined.

1. Authority. In order to eliminate multiple entrances and exits, reduce traffic hazards, to conserve space and to promote orderly development, the Development Services Director and Hearings Examiner are each hereby authorized to group cooperative parking facilities for a number of uses in such a manner as to obtain the maximum efficiency in parking and vehicular circulation.

2. Agreement. If authorized by the Development Services Director, an agreement establishing shared or combined use of a parking area, approved by the City Attorney, shall be recorded with the County Auditor's Office. Such agreements shall run with the land for all properties with shared or combined parking and require City approval for any change or termination.

##### 3. Termination of combined or shared use.

a. In the event that a combined or shared parking agreement is terminated, those businesses or other uses with less than the required parking shall notify the Development Services Director within ten (10) days and take one of the following actions:

1) Provide at least fifty (50) percent of the required parking within one-hundred eighty (180) days, and provide the remaining required parking within three hundred and sixty five (365) days following the termination of the shared or combined use; or

2) Demonstrate, based upon a study deemed reliable by the Director of Development Services, that the available parking is sufficient to accommodate the use's peak parking demand; or

3) Apply for and receive an administrative parking modification. (see 18.50.080)

b. If sufficient parking is not provided, the use, or that portion of the use out of compliance with this chapter, shall be terminated upon the expiration of the time



period specified in 4.a(1) above. This requirement shall be established as a condition of the occupancy permit for uses relying on combined or shared parking.

#### 4. Allocation.

a. Shared Parking. For land uses in close proximity of each other that operate or are used at entirely different times of the day or week, the Development Services Director may allow shared parking facilities to satisfy the parking requirements of such uses if the parking facilities are within ¼ mile (1,320 feet) of all primary entry areas to buildings being served by such facilities.

1) When two (2) or more land uses, or uses within a building, have distinctly different hours of operation (e.g., office and church), such uses may qualify for a shared parking credit. Required parking shall be based on the use that demands the greatest amount of parking.

2) If two (2) or more land uses, or uses within a building, have different daytime hours of operation (e.g. bowling alley & auto parts store), such uses may qualify for a total parking reduction of no more than fifty (50) percent.

b. Combined Parking. Two or more uses which have similar hours of operation and combine parking facilities may qualify to decrease the number of parking spaces (see Figure 18.50.090(A)). The combined parking facility must be cooperatively established and operated in accordance with Section 18.50.090.B.2. The Development Services Director may require a parking demand study to ensure sufficient parking is provided.

(Ord. O97-015, Added, 03/03/1998)



## References

The following references provide more detailed information on the issue of shared parking and are listed in the following report:

Shared Parking - Sharing Parking Facilities Among Multiple Users, *TDM Encyclopedia*, Victoria Transport Policy Institute, Updated 26 January 2010, <http://www.vtpi.org/tdm/tdm89.htm>

Mary Barr (1997), *Downtown Parking Made Easy: 6 Strategies for Improving the Quality and Quantity of Downtown Parking*, Downtown Research and Development Center (New York; [www.downtowndevelopment.com](http://www.downtowndevelopment.com)), available from Alexander Communications Group ([www.alexcommgrp.com](http://www.alexcommgrp.com)).

Barton-Aschman Associates (1982), *Shared Parking*, Urban Land Institute ([www.uli.org](http://www.uli.org)).

Booz Allen Hamilton (2006), *International Approaches to Tackling Transport Congestion: Paper 2: Parking Restraint Measures*, Victorian Competition and Efficiency Commission ([www.vcec.vic.gov.au](http://www.vcec.vic.gov.au)).

CBF (2001), *Building Healthier Neighborhoods with Metrorail: Rethinking Parking Policies*, Chesapeake Bay Foundation ([www.cbf.org/resources/pubs/rethinking\\_parking.pdf](http://www.cbf.org/resources/pubs/rethinking_parking.pdf)).

CNU (2008), *Parking Requirements and Affordable Housing*, Congress for the New Urbanism ([www.cnu.org](http://www.cnu.org)); at [www.cnu.org/node/2241](http://www.cnu.org/node/2241).

Reed Everett-Lee (1999), *Parking Management*, Transportation Tech Sheet, Congress for New Urbanism ([www.cnu.org](http://www.cnu.org)).

Reid Ewing (1996), *Best Development Practices: Doing the Right Thing and Making Money at the Same Time*, Planners Press ([www.planning.org](http://www.planning.org)).

Norman W. Garrick and Wesley Marshall (2008) "What Street Parking Can Do For Downtowns," *The Hartford Courant*, ([www.courant.com/news/opinion/commentary/hc-plcgarrick0511.artmay18.0.2436671.storv](http://www.courant.com/news/opinion/commentary/hc-plcgarrick0511.artmay18.0.2436671.storv)).

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- *Parking Solutions* (130 pages) includes six documents that describe modern approaches to parking management.
- *Shared Parking* (133 pages) includes more than thirty documents concerning shared parking, parking in-lieu fees, parking requirement reductions and exemptions, and downtown district special parking requirements.
- *Green Parking Lot Design* (66 pages) includes three documents that describe ways to improve parking lot environmental performance including landscaping, stormwater management and reduced heat island effects.
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