



Town of Manchester Comprehensive Zoning Update

7/1/26

Recommendation 13: Update Parking Regulations

Purpose: Provide off-street parking requirements that are better aligned with expected parking demand and standardize those requirements as possible across different uses to provide a more consistent basis for measuring required off-street parking. Comply with changes to residential parking requirements resulting from Public Act 25-1. Additionally, improve parking lot landscaping requirements and provide a bicycle parking requirement.

Description: This recommended amendment does the following:

- Identifies a parking requirement for every principal use permitted by the zoning regulations.
- Clarifies parking requirements for existing uses and changes of use.
- Exempts properties in the CBD from a minimum parking requirement.
- Significantly reduces the number of uses for which a Commission determination of the off-street parking requirement is needed.
- Provides a parking maximum for all uses.
- Expands the use of shared parking to all zones.
- Provides changes required by PA 25-1 including removing the parking requirement for residential development with 16 or fewer units, limiting the amount of parking that has to be required for residential development with 17 or more units, and provides an alternative of a parking needs assessment for establishing off-street parking requirement for all uses.
- Improves parking lot landscaping standards by establishing a landscaped island requirement and a perimeter tree planting requirement.
- Provides a screening requirement for parking located in setback areas adjacent a residential use.
- Provides a bicycle parking requirement.

Geographic Extents: Townwide

POCD Consistency: The Manchester Next Plan recommends that the Town:

- Update zoning regulations to better accommodate attainable housing by reducing lot size requirements, reducing setbacks, and reducing and/or eliminating parking requirements.
- Consider lowering parking requirements for proposed attainable housing to make these projects more viable.
- Consider reducing or removing parking requirements in some or all existing zoning districts.

Context: Public Act 25-1 limits local authority to require off-street parking for residential development. For developments with 16 or fewer units located outside of a conservation and traffic mitigation district (named Parking Management District by this recommended amendment), no off-street parking may be required. For developments with 17 or more units, or for residential development of any size within a conservation and traffic mitigation district, the Act establishes maximum parking requirements.

The Act also requires that applicants be allowed to submit a parking needs assessment. Where such an assessment demonstrates a need for fewer spaces, the required off-street parking shall not exceed the amount supported by the assessment.



Recommended Zoning Amendments

1. Amend the parking requirements for the Form Based Zone (Section 10.15.3) as follows (text to be removed in ~~strike through~~, text to be added in **red**):

Use	Required Parking
Retail Business, Commercial or Personal Service Establishment	1 space per 300 gross square feet
General Office or Retail in Mixed Use Buildings	1 space per 400 gross square feet
Medical or Dental Office or Clinic	5 spaces per doctor or dentist within a single office or suite
Restaurant or Place of Assembly	1 space for each 3 seats
Hotel or Motel	1 space per occupancy unit
Library, Museum, or other Civic Use	1 space per 500 gross square feet
Multi-Residential Building or Multiple Home Building	1 space per dwelling unit with 1 bedroom or less, 2 spaces per dwelling unit with 2 bedrooms or more. As required by Section 16.2.1. Spaces shall be located within 300 feet of the dwelling unit.
Dwelling Units in Mixed-Use Buildings	As required by Section 16.2.1 1 space per bedroom.

2. Amend Item C.3 of Section 10.15.3 as follows (text to be added in **red**):
 - C. Change of Use - A permitted use can be changed to another permitted use, and any permitted principal or accessory use can be intensified, without increasing the required off-street parking provided there is:
 1. No increase in gross square footage of the building;
 2. No reduction in existing required parking spaces; and
 3. Parking space requirements for residential dwelling units shall be 1 parking space per unit **for any development with 17 or more dwelling units.**
3. Amend Section 7.6 Accessory Dwelling Unit to remove Item D as follows and renumber subsequent items:

7.6 Accessory Dwelling Unit

One accessory dwelling unit (ADU) shall be allowed on each lot that contains a single-family dwelling in accordance with the following criteria:

- A. An ADU may be attached to or located within the principal dwelling or detached and located on the same lot as the principal dwelling.
- B. The maximum net floor area of an ADU shall be 50% of the net floor area of the principal dwelling, or 1,000 square feet, whichever is less.
- C. Setbacks, lot size, building frontage, building height and maximum buildable area of the lot shall be in accordance with the zone in which the lot is located.
- ~~D. At least one off-street parking space shall be provided for the accessory dwelling unit.~~
- E. D.** No additional driveway curb cuts shall be permitted to serve an accessory dwelling unit on the same street as the driveway serving the principal dwelling. However, on a corner lot or through lot, one additional driveway curb cut may be allowed for a detached accessory dwelling unit, provided it is located on a different street from the principal dwelling's driveway, complies with the Town's Public Improvement Standards, and is reviewed and approved by the Town Engineer.

4. See following pages for the recommended draft of Section 16. Due to the extent of revisions, a line-by-line markup is not provided. See existing Section 16 for a comparison.

Section 16. Off-Street Parking and Loading

Any lot or building hereafter used, altered or developed for any use shall be provided with adequate space suitably located for the loading and unloading of goods and materials and the parking of vehicles in accordance with this [Section 16](#). See [Section 10.15](#) for parking requirements specific to the Form-Based Zone.

16.1 General Requirements

- A. All off-street parking spaces required by these regulations shall be located on the same lot as the use with which such parking spaces are associated, except as may otherwise be permitted by the Commission as part of an approved Detailed Plan.
- B. Off-street loading space shall not be used to satisfy the off-street parking requirement.
- C. The collective use of off-street parking areas or facilities for two or more structures or uses is permitted provided that the total of such off-street parking spaces supplied collectively is not less than the sum of the requirements for the various structures or uses computed separately, except as may otherwise be permitted by [Section 16.4](#) or [16.5](#).

16.2 Existing Uses and Changes of Use

- A. Off-street parking approved in connection with an approved use shall be considered legally conforming for that use, provided that either:
 - 1. the number of parking spaces originally approved continues to exist; or
 - 2. the number of existing parking spaces meets or exceeds the minimum parking requirement for the use as required by [Section 16.3](#).
- B. A change from an approved use to a permitted use shall not require additional off-street parking, provided that either:
 - 1. the number of parking spaces originally approved continues to exist; or
 - 2. the number of existing parking spaces meets or exceeds the minimum parking requirement for the proposed use as required by [Section 16.3](#).
- C. When a proposed Special Exception use replaces an existing approved use and requires a greater minimum number of off-street parking spaces under [Section 16.3](#), sufficient additional parking shall be provided to meet the minimum parking requirement for the proposed use as a condition of Special Exception approval.

16.3 Number of Parking Spaces Required

16.3.1 Minimum Off-Street Parking Requirement

- A. Off-street parking shall be provided in all zoning districts in accordance with the requirements of this [Section 16.3](#), except within the CBD, where no minimum amount of off-street parking is required. The required number of parking spaces may alternatively be established through a parking needs assessment approved in accordance with [Section 16.5](#).
- B. In the case of a specific use not listed in this section, or where the amount of parking to be provided is to be determined by the Commission, reference shall be made to the most recent edition of the Institute of Transportation Engineers (ITE) Parking Generation Manual and other professional reference sources as may be available, to aid in determining the required amount of parking.

16.3.2 Maximum Amount of Off-Street Parking Allowed

- A. Except as provided in Item B below, the number of off-street parking spaces provided for a new use or through the construction or expansion of a parking area shall not exceed 120% of the minimum number of spaces required by this Section 16.3. Where the number of parking spaces is established through a parking needs assessment approved in accordance with Section 16.5, the maximum shall be the number of spaces established by such assessment.
- B. The maximum number of spaces established by Item A above may be exceeded only where:
1. A parking needs assessment prepared in accordance with Section 16.5 demonstrates that the anticipated peak parking demand exceeds the maximum permitted. In such cases, the number of parking spaces approved shall not exceed the peak parking demand demonstrated by the assessment; or
 2. At least 20% of the total area of all parking areas is devoted to landscaped islands complying with Section 16.7.7.B.

16.3.3 Residential Uses

Use	Minimum Parking Requirement
Community Residence	Uses with 16 or fewer dwelling units: No spaces are required provided that the amount of off-street parking supplied will not result in a specific adverse impact to public health or safety. Uses with 17 or more dwellings units: 1 space shall be provided for each dwelling unit with one bedroom or fewer and 2 spaces shall be provided for each dwelling unit with 2 bedrooms or more. The required amount of off-street parking for any residential use may alternatively be provided in accordance with a parking needs assessment per Section 16.5.
Historic Mill Conversion to Multi-Family	
Hotel/Motel Conversion to Multi-Family	
Live/Work	
Multi-Family	
School Building Conversion to Residential	
Senior Housing Development	
Senior Multi-Family	
Single-Family	
Single-Family Conversion to Multi-Family	
Single-Family Conversion to Two-Family	
Two-Family	
Congregate Housing or Independent Living Facility	1 per employee on the largest shift + 0.75 spaces per dwelling unit for any development with 17 or more units. Off-street parking for dwelling units may alternatively be provided in accordance with a parking needs assessment per Section 16.5.
Continuing Care Retirement Community	Parking shall be provided to meet the requirements of individual housing types per this Section 16.3.3. Off-street parking for dwelling units may alternatively be provided in accordance with a parking needs assessment per Section 16.5.

16.3.4 Retail or Office Uses

Use	Minimum Parking Requirement (ksf=1,000 square feet)
Cannabis Retailer, Hybrid Retailer, or Dispensary	4 per ksf
Dry Cleaner or Laundromat	
Package Store	
Retail Store	
Shopping Center	
Shopping Mall	3 per ksf
General Office	3.5 per ksf
Residential Conversion to Office	

16.3.5 Production and Storage Uses

Use	Minimum Parking Requirement (ksf=1,000 square feet)
Brewery or Distillery	0.5 per ksf indoor production or storage space + 3 per ksf office space
Cannabis Cultivator or Micro-Cultivator	
Heavy Industrial	
Indoor Farming	
Light Industrial	
Manufacturing	
Printing Establishment	
Research & Development	
Self-Storage Facility	
Warehousing	

16.3.6 Other Uses

Use	Minimum Parking Requirement (ksf=1,000 square feet)
Adult or Child Day Care Center or Group Child Care Home	4 per ksf
Adult-Oriented Establishment	4 per ksf (retail), 8 per ksf (live entertainment)
Agriculture	To be determined by Commission
Assisted Living Facility or Convalescent Home	1.5 per ksf
Auto Sales	3 per ksf indoor office and display space + 0.1 per ksf outdoor display area + 2 per service bay.
Bank	5 per ksf
Banquet Hall	10 per ksf
Bed & Breakfast	2 spaces + 1 space per guest room
Bulk Oil Storage or Contractor Shop and Yard	2 + 3 per ksf of office space
Cannabis Transporter	3 per ksf of office space

Use	Minimum Parking Requirement (ksf=1,000 square feet)
Car Wash	1 space per wash bay + Queuing space for 5 vehicles per wash bay
Cemetery	To be determined by Commission
Cultural Institution or Educational Institution or Facility	1.5 per ksf
Driving Range	1.5 per tee
Equipment Rental or Leasing	3 per ksf indoor office and display space
Fitness Club	5 per ksf
Fleet Parking	1 space per fleet vehicle (or equivalent capacity) + 3 spaces per ksf office space
Funeral Parlor	10 per ksf
Gas Station or Auto Service	2 per service bay + 3 per ksf office and retail sales area
Golf Course	10 per hole
Horse Farm or Stable	0.25 per stall
Hospital	3 per ksf
Hotel or Inn	1 per guest room + 8 per ksf for restaurant and conference or banquet space
Indoor Entertainment or Recreation Facility or Outdoor Recreation Facility	Athletic Field: 50 per acre Basketball Courts: 10 per court Batting Cage: 2 per cage Bowling Alley: 3 per lane Skating Rink: 50 spaces per rink Spectator Seating: 0.33 spaces per seat Tennis and Pickleball Courts: 4 per court Other uses or functions: To be determined by Commission
Library	3 per ksf
Medical Clinic	5 per ksf
Membership Organization	5 per ksf
Mixed-Use Development	Off-street parking for dwelling units shall be provided in accordance with Section 16.3.3. Off-street parking for non-residential uses shall be provided in accordance with the use requirements of this Section 16.3.
Municipal Building or Facility	To be determined by Commission
Municipal Park or Playground	To be determined by Commission
Nursery	To be determined by Commission
Personal Service Establishment	5 per ksf
Place of Worship	0.33 per seat in worship area or 0.25 per rated occupancy capacity in worship areas where fixed seating is not provided.
Public Utility Building or Structure	To be determined by Commission
Restaurant	10 per ksf

Use	Minimum Parking Requirement (ksf=1,000 square feet)
Theater	0.33 per seat or 0.25 per rated occupancy capacity in performance areas where fixed seating is not provided.
Veterinary Clinic	3 per ksf
Wholesale Establishment	2 per ksf

16.4 Shared Parking

Shared parking may be allowed in accordance with the following:

- A. The shared use of the same off-street parking facilities by two or more establishments on the same lot where the total capacity of such facilities is less than the sum of the spaces required for each use may be approved by Town staff, provided that it is adequately documented that those uses have different, non-competing times of operation, and that the capacity to be provided will substantially meet the intent of the requirements by reason of variation in the probable time of maximum use by patrons or employees among such establishments.
- B. Approval of such shared use shall be documented by the property owner and affected tenants executing and filing a shared parking agreement outlining the details of the agreement and approval prior to receiving a Certificate of Occupancy. Upon any change in property ownership, tenancy, use, or operations on the lot, such agreement shall be automatically terminated, and a new agreement shall be made between all parties on the lot, which shall be executed and filed on the land records.

16.5 Parking Needs Assessment

As an alternative to the parking requirements of Section 16.3, an applicant may submit a parking needs assessment for the subject property. Such assessments shall be subject to review and approval by the Planning and Zoning Commission. If the assessment demonstrates that fewer spaces are sufficient to meet anticipated demand, the Commission shall, for residential developments, and may, for non-residential developments, approve a reduced parking requirement consistent with the assessment, provided it will not result in a specific adverse impact to public health or safety. The parking needs assessment shall comply with the following:

- A. The assessment shall be prepared by a professional engineer licensed in the State of Connecticut with expertise in transportation engineering.
- B. The assessment shall be based on the most recent edition of the Institute of Transportation Engineers (ITE) Parking Generation Manual or another recognized and reliable data source, and shall document all assumptions, methodologies, and data used.
- C. For developments with dwelling units, the assessment shall include an analysis of:
 1. Available existing public and private parking that may be used by residents of the proposed development.
 2. Public transportation options that may be used by residents of the proposed development that mitigate the need for off-street parking.
 3. Projected future needs for off-street parking for such proposed development.
 4. Any relevant local traffic, parking, or safety study.
- D. On-street parking spaces shall not be counted towards satisfying the parking requirement of dwelling units.
- E. Should the Commission find the parking needs assessment to be inadequate or its findings to be substantially inconsistent with the expected parking demand, the Commission may require the applicant to pay the cost of reasonable fees associated with a third-party review as authorized by CGS § 8-1c(b).

16.6 Off-Street Loading

- A. Adequate space for off-street standing, turning, loading and unloading services shall be provided and maintained on the same premises of every building involving the receipt or distribution of materials or merchandise in order to avoid interference with the use of streets and without encroachment on any off-street parking area.
- B. Such off-street loading space shall be provided as determined by the Commission based on building volume, location or particular use of the development.

16.7 Design & Construction Standards

16.7.1 General Requirements

- A. Each vehicle parking space shall contain a rectangular area not less than 9 feet by 18 feet.
- B. Off-street parking for the handicapped shall be provided in conformance with Section 14-253a of the Connecticut General Statutes, and the Connecticut Building Code (Sec. 29-252, as amended), with regard to location, size, marking, signage, and required number of handicapped accessible spaces based on use and size of parking lot. Parking spaces for the handicapped shall be as close as possible to a building entrance or walkway leading directly to a building entrance and shall be adjacent to curb cuts or other unobstructed methods permitting sidewalk access to a handicapped person.
- C. Traffic lanes and aisles within or servicing parking lots shall facilitate traffic movement and maneuverability, especially for emergency vehicles. Traffic lanes and aisles leading to parking stalls shall be constructed to accepted standards.
- D. Vehicle parking stalls shall be located and constructed so that no part of a vehicle extends beyond a property line or obstructs the public right-of-way or a public sidewalk.
- E. In accordance with CGS § 4b-77(c), any new construction of a commercial building or multi-unit residential building with 30 or more designated parking spaces for cars or light duty trucks shall include electric vehicle charging infrastructure that can support level two electric vehicle charging stations in at least 10% of such parking spaces.

16.7.2 Pavement Requirements

All vehicle parking areas shall be constructed of bituminous or masonry concrete and maintained in a smooth, well-graded condition. Alternative surfacing materials, including but not limited to paving units, pervious concrete, porous asphalt, clean asphalt millings, permeable pavers, and interlocking grid systems, may be permitted with approval from the Director of Planning & Economic Development or their designee following review by appropriate Town staff.

16.7.3 Use of Permeable Pavements

- A. No permeable pavements shall be located within a designated Aquifer Protection Area.
- B. Permeable paving systems shall be designed in accordance with the Town of Manchester Sustainable Design and Low Impact Development Guidelines and the 2024 Connecticut Stormwater Quality Manual, as amended.
- C. Parking surfaces shall be maintained such that the permeable material functions effectively, does not constitute a nuisance by virtue of its appearance or condition, and is graded in a level condition.
- D. Parking spaces constructed of permeable materials that will be used routinely by customers or visitors to the site shall incorporate delineation of individual spaces via painted stripes, change in color or material, or other effective means of delineation. Permeable parking areas intended only for use by the property owner or tenant, or for overflow parking only, may be constructed without such delineation.

16.7.4 Stormwater Management

- A. All vehicle parking areas shall be well drained, and all drainage systems shall be approved by the Town engineer.
- B. Selected materials shall comply with the drainage requirements for stormwater runoff set forth in the Manchester Public Improvement Standards.
- C. In areas where pervious material is proposed, the receiving area must be adequate to accept the projected volume of stormwater that is designed to permeate the surface. Demonstration of the volumetric capacity of the receiving area should include one or more of the following:
 - 1. Detailed mapping of the soil drainage classifications based on recent field studies (not historic soil mapping); or
 - 2. A percolation test to adequately map the hydraulic capacity of on-site soils; or
 - 3. Piezometer testing to adequately map the depth to groundwater on site.

16.7.5 Driveways and Aprons

- A. An acceptable impervious material in accordance with the Manchester Public Improvement Standards shall be used for driveway aprons within the Town right of way or easements between the roadway and the street line, and onto the parcel as necessary to achieve a minimum length of 20 feet of impervious material from the roadway;
- B. All driveways shall be constructed in accordance with Town standards and in accordance with the requirements of Section [14.2](#).
- C. Any structures used for parking or sheltering motor vehicles or recreational vehicles shall be at least 20 feet from the property line along a public street right-of-way, unless it can be demonstrated that the length of the driveway and the orientation of the garage doors shall ensure that vehicles parked in the driveway leading to such garage will not intrude into or obstruct the right-of-way or sidewalks.

16.7.6 Landscaping Requirements – All Parking Areas

- A. Maintenance of Sight Lines. In selecting and locating trees, shrubs, and other plantings, consideration shall be given to maintaining adequate sight lines to ensure safe access to and within the property.
- B. Front Yard Buffer Requirement. No parking space shall be provided in the front yard unless separated from the public right-of-way by a landscape buffer of not less than 8 feet as measured perpendicularly from the right-of-way line to the edge of the parking surface and in accordance with the following:
 - 1. The buffer shall be planted with grass, ground cover, perennials, or small shrubs and shall include at least one deciduous tree, a minimum of 2 inches caliper at time of planting, per 30 linear feet of buffer.
 - 2. Where a buffer distance of 8 feet is infeasible, a hedge, decorative wall, or raised planter of at least 2 feet but no more than 3 feet in height shall be provided.

16.7.7 Landscaping Requirements – Large Parking Areas

All newly constructed parking areas containing 61 or more parking spaces, and any expansion of an existing parking area by more than 50% resulting in a total capacity of 61 or more parking spaces, shall be subject to the following requirements:

- A. Perimeter Tree Requirement. In addition to the trees required within landscaped islands pursuant to Item B below, at least one deciduous shade tree shall be provided for every 50 linear feet of parking lot perimeter, except for portions of the perimeter that abut a building or existing stands of mature trees. Required trees shall have a minimum caliper of 2 inches at the time of planting. Trees may be clustered and are not required to be evenly spaced. Trees planted within a required front yard buffer may be counted toward this requirement.

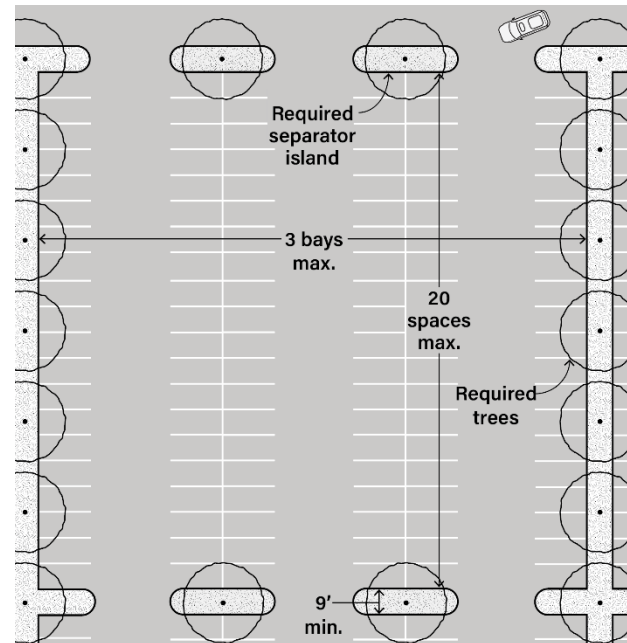
B. Landscaped Island Requirement. Landscaped islands shall be provided in accordance with the following requirements; however, such islands shall not be required beneath areas covered by solar arrays:

1. No more than 3 parking bays (comprised of rows of parking spaces and access aisles providing access to those spaces) shall be contiguous without separation by an island and no more than 20 parking spaces shall be contiguous in a parking row without separation by an island.
2. All parking rows with 10 or more contiguous spaces shall be separated from adjacent parallel driveways or access aisles by a landscaped island.
3. Landscaped island design standards:

- a. Each island shall be a minimum of 300 square feet and have a minimum width of 9 feet inclusive of curbing.
- b. Except for areas covered by sidewalks or other pedestrian accommodations, each island shall be planted with grass, ground cover, perennials, or small shrubs and shall include at least one deciduous tree, a minimum of 2 inches caliper, per 30 linear feet of island or through a combination of plantings as may be necessary for the absorption of stormwater runoff when designed to function as a rain garden. All trees shall be located or protected to avoid damage by vehicles.
- c. Islands shall be edged by asphalt, concrete, or granite curb except as required to allow for the receiving of stormwater runoff.
- d. Islands that are parallel to parking spaces shall be designed to allow for vehicular door opening without obstruction.
- e. Islands that are perpendicular to parking spaces shall allow for overhanging of parked vehicles without obstruction to vehicles or damage to plantings.

C. Screening Requirement. Any parking area located within a required rear or side yard setback and adjacent to a lot, or portion thereof, containing dwelling units shall provide screening between the parking area and the adjacent residential lot or residential portion of the lot, as follows: (unless waived by the Commission due to the presence of existing screening meeting these criteria)

1. Required screening shall be in the form of a landscaped berm, fence, masonry wall, dense evergreen planting, or combination thereof at least 4 feet in height at time of installation except that such screening shall be installed and maintained at a height of no more than 3 feet within the sight distance triangle of all street and driveway intersections.
2. Masonry walls shall have a finished surface of brick, stone, architecturally textured concrete, split face block or similar material. Exposed concrete block or standard finish poured or precast concrete are not acceptable finishes.
3. Fences shall be solid and made of wood, vinyl, or composite materials.



16.8 Bicycle Parking

Bicycle parking facilities shall be required as follows:

- A. Except for residential uses with 3 or fewer dwelling units, bicycle parking shall be provided for all new or substantially improved buildings or sites, or for any site where new automobile parking spaces are provided.
- B. Bicycle parking shall be provided at a rate of one bicycle parking space per 10 automobile parking spaces on the site with a minimum of 2 bicycle parking spaces provided and a maximum of 20 spaces required.
- C. Bicycle parking spaces shall:
 - 1. Be located near a primary building entrance and placed in an area that is highly visible.
 - 2. Include sufficient surrounding space to access the parked bicycle.
 - 3. Allow for secure locking and supporting of the bicycle in an upright position.
 - 4. Be located to avoid damage from vehicles.
 - 5. Be located so as to not interfere with pedestrian circulation.
- D. For any use where bicycle parking is required, if the vehicular parking is covered or partly covered the bicycle parking shall be covered at the same ratio.