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PLANNING AND URBAN MANAGEMENT AGENCY

July 2006

FOREWORD

The Parking Policy and Standards reflects an important stage in the planning and design of off-street parking areas. The provision of adequate parking spaces for any land use will be provided under this policy. This will promote sustainable development as well as enhancing the transportation system.

The Planning and Urban Management Board (the Board) appointed a Parking Committee. This working party was to undertake the development of the policy and development standards. The primary objective was to develop minimum standards and promote sustainable travel patterns within Samoa especially the central Apia area. These standards are contained within this document and is adopted as a formal policy guideline under Section 9 of the *Planning and Urban Management Act 2004*.

Extensive consultations with the public and relevant stakeholders were executed for the drafting of this policy. Details of the outcomes of these consultations are highlighted on page 5.

The policy aims in providing minimum standard requirements for parking provision in Samoa. It considers aspects such as landscaping, space demarcation, loading and unloading areas, safety and disability access in parking areas. The policy will assist in assessing development consent applications in terms of providing adequate parking for proposed developments.

The parking standards in this policy are commended for adoption in planning and designing your development for better parking facilitation. The PUMA will be reviewing the contents of this policy annually for consistency and accuracy to address the issue of parking in Samoa.

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Abbreviation

MWTI	Ministry of Works, Transport and Infrastructure
MPPFS	Ministry of Police, Prison and Fire Services
PUMA	Planning and Urban Management Agency
TCB	Transport and Control and Board
The Act	Planning and Urban Management Act 2004
The Board	Planning and Urban Management Board

1 INTRODUCTION

The Parking Policy and Standards was approved by the Cabinet on July 12, 2006. Its enforcement was given to the Planning and Urban Management Agency (PUMA).

In developing the policy research was carried out by PUMA in December 2004. The results revealed that the conditions of parking facilities need to be improved and this can be enabled and facilitated by a parking policy. Other findings included the perception of how difficult it is to find parking and a general consensus that parking is a major traffic management issue in the urban areas and generally all of Samoa

The Parking Standards are intended to:

- (a) assist the PUMA in determining appropriate standards and advising the public in a readily comprehensible manner;
- (b) assist intending developers in preparing plans for development of land;
- (c) expedite the determination of Development Consent applications by ensuring that applications submitted include an acceptable level of car parking provision; and
- (d) assist the Transport Control Board decisions in enhancing the transportation system within Samoa.

The provision and regulating of parking falls under the domain of three key Government authorities, namely the Ministry of Works, Transport and Infrastructure (MWTI), Ministry of Natural Resources, Environment & Meteorology (MNREM) and the Ministry of Police, Prisons and Fire Services (MPPFS).

Table 1: Relevant Authorities related to Parking

Authorities	Roles and Responsibilities	Mandates
Ministry of Works, Transport & Infrastructure (MWTI) - Land Transport division	<ul style="list-style-type: none">▪ Upgrade and maintain public car parking facilities.	<ul style="list-style-type: none">▪ Public Works Ordinance 1959▪ National Building Code 1992
Transport Control Board (MWTI)	<ul style="list-style-type: none">▪ Provide and allocate parking places and bus stops; and▪ Prescribe places where goods vehicle may park.	<ul style="list-style-type: none">▪ Road Traffic Ordinance 1960
Planning and Urban Management Agency	<ul style="list-style-type: none">▪ Develop parking policy and development standards.	<ul style="list-style-type: none">▪ Planning and Urban Management Act 2004
Ministry of Police, Prisons & Fire Services	<ul style="list-style-type: none">▪ Enforcement and compliance with traffic regulations.	<ul style="list-style-type: none">▪ Police Offence Ordinance 1961

1.1 Policy basis - Parking

Samoa is currently experiencing traffic problems due to the rapid increase in the number of vehicles on its roads. This increase is expected, especially of private vehicles, as more households begin to have disposable incomes that enable them to afford to purchase a vehicle. This has put pressure on existing resources and facilities.

Parking facilities are typically inadequate as newly established businesses continue to increase. Traffic congestion is often experienced at peak times particularly in densely populated areas. This, combined with congestion effects as traffic flow levels approach capacity of roads, means traffic congestion will become more of an issue.

The absence of a guide that advocates a minimum limit on the number of parking spaces permitted is a key reason parking has become a problem. Therefore the introduction of car parking standards to new developments is a development control and a key planning tool which will contribute to reducing levels of traffic congestion and ensuring accessibility.

Provision of parking will have regard to the following principle: all proposals for new developments (including extensions on existing developments and change of land use) will be considered against the car parking development standards as outlined in this policy through the Development Consent Process.

1.2 Objectives

The objectives are to:

- improve the environmental amenity of those areas which are affected adversely by parking;
- ensure the provision of adequate off-street parking for users of a proposed activity and/or development to accommodate traffic generated by that activity;
- To relieve on-street parking problems where they exist and ensure traffic safety;
- To ensure that vehicular movement into and out of developments and circulation within those developments are carried out in a safe and efficient manner;
- To provide guidance for new parking areas with respect to dimensions, access, drainage, surfacing, lighting and planting;
- To provide appropriate parking that caters for the needs of people with mobility difficulties; and
- To provide a framework for Section 49 contributions in lieu of parking.

1.3 Perspectives of Stakeholders

The decision-making value of the Parking Standards gives property owners, businesses, government and the community more certainty about potential resource use. The amount of certainty that this policy provides is a useful way to measure good sustainable management practice.

2 DEVELOPMENT CONSENT APPLICATIONS

This policy is aimed primarily at developers who will be required to submit proposed parking arrangements as part of a Development Consent application. This will be for a new development, or the extension of an existing development, or a change in land use. The standards form a consistent basis for consultation between the PUMA and the applicant.

However, it is recognized that situations may arise where parking provision may be negotiated. In each case, the decision will usually depend on site-specific or local factors. Nevertheless, in the areas where there is generally insufficient space to provide for parking within individual sites, the parking demand must still be adequately catered for.

In the event of significant developments where the development is likely to have significant traffic implications, the parking plans will be submitted with the Development Consent application to the Board for determination

2.1 Parking Area Plan

A Parking Area Plan may be submitted by an applicant for a particular site or development that is contained within the Use Classes and requires specific parking needs. This plan must contain:

- a) A site plan outlining the subject area;
- b) An assessment of the proposed parking demand and need;
- c) The outcome and strategies to achieve the outcomes;
- d) Ingress and egress from properties must be located 5m clear of intersections and other locations of complex traffic movement; and
- e) Proposed landscaping, safety and security and any other amenity components.



Figure 1: Landscaped car park

3 APPLICATION OF CAR PARKING DEVELOPMENT STANDARDS

The Development Standards as specified within this policy are intended to provide a consistent and standard framework that can be applied equitably across Samoa. The benefits of providing an adequate number of parking spaces on site will be valuable in reducing the interference with traffic movement and spillover effects.

The Parking Standards are expressed as a range of minimum amounts of parking for various classes of development. All standards relate to the Gross Floor Area (GFA) of new or extended development unless otherwise stated. All references to parking spaces refer to car spaces for both customers and staff unless otherwise stated.

3.1 Environmental Considerations

Car owners show a clear preference to park in the shade but the benefits of trees and shrub planting in car park is not restricted to shade alone. Well-designed car parks, shaded by trees and screened by hedges, shrub beds or grassed mounds are a relief from stark expanses of paving. The importance of good design is emphasized to adequately provide access and pedestrian movement around car parks. The following points require specific attention:

- a) Design should accommodate predicted pedestrian movement routes on either brick or concrete unit paving, gravel, concrete or some other form of hard pavement;
- b) Access routes for disabled people and include suitable surfaces;
- c) Landscape proposals should not increase the possibility of vehicle/vehicle and vehicle/pedestrian conflicts both within the car park and at points of entry from roads; and
- d) Integrate services and other structural elements such as signs, posts, light poles, cycle parking and storage.

The PUMA may consider if it is desirable that additional land be provided in order for car parking areas to be suitably screened and landscaped. It is considered that such additional provision of land is a matter for negotiation between the developer and the PUMA.

3.2 Location on Site

All spaces shall be located clear of any designation or building line restriction, or of any easement. Off-street parking is best served to the rear or side of the development if the proposed development is along main roads or major traffic corridors.

3.3 Parking Requirement for Change in Use

If a change in use causes an increase in the required number of parking, stacking, or loading spaces, such additional spaces shall be provided in accordance with the requirements of this policy. Except that if the change in

use would require an increase of fewer than five (5) space, no additional parking shall be required.

3.4 High Traffic Generating Developments

Development which is likely to generate a high amount of traffic must also be referred to the Transport Control Board, this is to assess the effects of traffic flow by the development and a traffic study maybe required. Car parking will be determined with consideration given to the merit of the proposed activity. If a development or building is greater than or equal to five storeys, a complete floor/storey of the building must be allocated for the provision of parking for the proposed development or the developer is required to submit a Parking Precinct Plan.

3.5 Exemption from Parking Requirements

In certain circumstances, the PUMA may waiver car parking requirements for a proposed development on the grounds that the PUMA believes that there is an existing and adequate car parking facilities within proximity to the proposed development to accommodate the proposed use.

3.6 Developers Contribution

If the developer cannot provide the required car parking on site, the PUMA may agree to accept a developer's contribution under the provision of section 49 of the Planning and Urban Management Act 2004. Where the PUMA is satisfied that a development will or is likely to require the provision of or increase the demand for public amenities and public services within the area, the PUMA may grant consent to the application subject to a condition requiring;

- (a) the dedication of land free of cost; or
 - a. the developer dedicates land free of cost to the Government for the provision of public parking and services to alleviate parking demand.
- (b) the payment of a monetary contribution; or
 - a. the monetary contribution by the developers will fund the provision of pubic parking, works, amenities and services needed in order to lessen the impact on parking.
- (c) both (a) and (b)

These conditions are only applied to require a reasonable dedication or contribution for the provision, extension or augmentation of public works, amenities and services.

3.7 Calculation of Parking Requirements

It will be noted that most of the standards are related to floor space area. A fraction of 0.6 or greater in any parking spaces calculation shall be deemed to be a requirement for one whole space. Fractions below 0.6 shall be disregarded. Thus, where the standard is, for example, one car parking space for every 25m² and a development has a relevant floor space of 330m²,

a calculation of 25m² into 330 gives 13.2 spaces which is rounded down to give a total requirement of 13 spaces.

Where a development incorporates two or more land uses to which different parking standards are applicable, the standards appropriate for each use should be simultaneously applied in proportion to the extent of the respective use. For instance, where a development incorporates housing and offices, each use should be assessed separately according to the appropriate standard and the aggregated number of resulting parking spaces reflects the minimum number of space that should be provided.

4 PARKING STANDARDS

This section identifies the standards that are to be used to achieve the objectives and policies contained in this policy.

4.1 Minimum number of space required

The number of parking spaces to be provided on the site of an activity shall be as set out below provided that:

- where an activity requires a Development Consent then these requirements may be used as a guide and a greater or lesser number may be set;
- where a standard is not specified then that which is closest to the proposed activity may be used; and
- where a proposed activity incorporates more than one of the activities for which a separate standard is set, then the PUMA shall apply the standards appropriate for each use simultaneously in proportion to the extent of the respective use.
- where a proposed activity is not included in this policy, number of space required will be to the PUMA's discretion.

USE CLASS:	STANDARD:								
A1 – Shops <ul style="list-style-type: none"> ▪ retail of goods (other than hot food) ▪ display of goods for sale 	1 space per 40m ²								
A2 - Financial & Professional Services <ul style="list-style-type: none"> ▪ financial services ▪ professional services (other than health or medical) 	1 space per 50m ²								
A3 - Food and Drink <ul style="list-style-type: none"> ▪ sale of food and / or drink for consumption on the premises 	<table> <tr> <td>Restaurants</td> <td>1 space per 25m²</td> </tr> <tr> <td>Take-away outlets</td> <td>1 space per 50m²</td> </tr> <tr> <td>Club/Bar and grills</td> <td>1 space per 20m²</td> </tr> <tr> <td>Cafes</td> <td>1 space per 20m²</td> </tr> </table>	Restaurants	1 space per 25m ²	Take-away outlets	1 space per 50m ²	Club/Bar and grills	1 space per 20m ²	Cafes	1 space per 20m ²
Restaurants	1 space per 25m ²								
Take-away outlets	1 space per 50m ²								
Club/Bar and grills	1 space per 20m ²								
Cafes	1 space per 20m ²								

<ul style="list-style-type: none"> ▪ sale of hot food for consumption off the premises 	
B1 – Business <ul style="list-style-type: none"> ▪ offices other than a use within Use Class A2 (financial or professional services). ▪ hire of commercial goods. 	1 space per 60m ²
B2 - General Industrial <ul style="list-style-type: none"> ▪ industrial processes other than those falling within Use Class B1 above. ▪ light industrial that has minimum effect on the amenity of the area. (noise, dust, smell, fumes, vapours and waste materials) 	Heavy industrial 1 space per 100m ² Light industrial 1 space per 70m ² (service vehicle loading areas to be agreed on a site by site basis and should be in accordance with Section 4.5 of this policy)
B3 – Storage or Distribution <ul style="list-style-type: none"> ▪ wholesale ▪ warehousing and storage 	Wholesale 1 space per 150m ² Warehousing & storage 3 spaces (service vehicle loading and unloading areas to be agreed on a site by site basis and should be in accordance with Section 4.5 of this policy)
C1 – Hotels <ul style="list-style-type: none"> ▪ Use as hotel or boarding or guest house (including motels) 	1 space per 2 guest room up to 100 rooms + 1 space per 3 guest room over 100 rooms
C2 – Residential Institutions <ul style="list-style-type: none"> ▪ for the provision of residential accommodation and care to people in need. ▪ hospital or nursing home ▪ school hostel and tertiary dormitories 	Elderly homes 1 space per 2 resident staff + 1 space per 6 beds Hospital 1 space per 4 beds + 1 space per 3 employees on largest shift School hostel /dormitories 1 space per resident staff + 1 space per 2 other staff (any parking for students with vehicles should be provided within this figure) Medical clinic 2 space per consulting room + 1 space per medical practitioner on a shift

C3 – Residential <ul style="list-style-type: none"> ▪ use as a residential house (whether or not as sole main residence) ▪ by a single person or by people living together as a family ▪ by residents living together as a single household 	1 space for each one or two bedroom dwelling 2 space for each three or more bedroom dwelling, with one space under cover.	
D1 – Non-Residential Institutions <ul style="list-style-type: none"> ▪ provision of any medical or health services except the use of premises attached to the residence of the consultant or practitioner ▪ the provision of education ▪ museums, (including the display of works of art other than for sale or hire) ▪ public libraries ▪ community halls 	School (Primary and Secondary Education) School (Further and Higher Education) Museums Libraries Churches	1 space per classroom Consideration also to be given to waiting facilities and provision for public/school transport at schools as appropriate. 1 space per 2 teachers + 1 space per 50 students 1 space per 100m ² 1 space per 20m ² 1 space per 50m ² of auditorium floor area
D2 – Recreation & Leisure	Cinemas Tennis/squash courts Golf Swimming pools Other uses	1 space per 10 seats 2 spaces per court 2 spaces per tee 1 space per 10m ² of pool surface area 1 space per 40m ²

OTHER STANDARDS

The table below outlines standards for uses which are not contained within the Use Classes above.

Use:	Standard:
Petrol station	1 space per 35m ² Adequate space should be provided for the requirements of servicing vehicles.
Conference facilities	1 space per 10 seats
Vehicle hire, taxi stands	1 space per permanent staff + 1 space per 5 registered vehicles
Police stations	1 space per 2 employees on largest shift +

	1 space per operational vehicle
Fire stations	1 space per 2 staffs on duty + 1 space per operational vehicle
Port and Harbour facilities, including wharves and premises for the handling of seaborne cargoes.	1 space per every two persons intended to be working in or at the facility at any one time.

4.2 Minimum Parking Space Size

Characteristic	Dimensions (Length X Width X Height)
Preferred space size for cars	5.4m x 2.4m
Minimum space size	5.0m x 2.4m
Minimum disable parking space size	5.4m x 3.8m
Minimum space size for vans	7.5m x 3.5m
Minimum garage size for cars	5.0m x 2.5m x 2.0m

Source: Adapted from Austroads (1994)

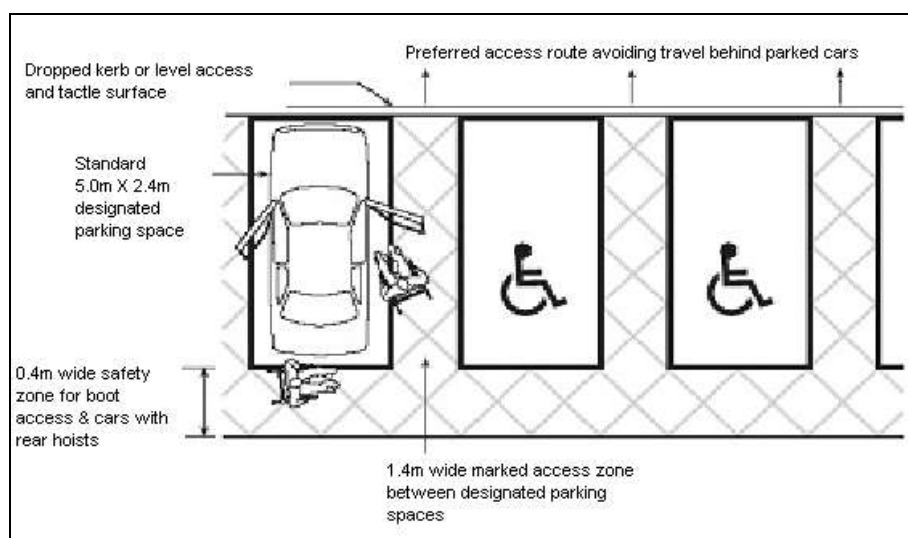


Figure 2: Disable parking dimensions

4.3 Parking for the Disabled

The parking area shall contain spaces as follows:

- for a calculation of 20 or less spaces, one space shall be for disabled persons; and 1 space for every additional 20 spaces.

- for a calculation greater than 100 spaces, the PUMA may decide on parking requirement.

All disability parking spaces must be located near building entrance and appropriately demarcated / marked. Exit and entry curbs must be provided in public parking areas and must be closer to disability parking spaces and at building entrance. Depending on the type and scale of proposed development, the PUMA may require the provision of additional car spaces for disabled parking.



Figure 3: Parking spaces for businesses

4.4 Width of Aisles

The width of aisles for two-way traffic is dependant on the requirement that two vehicles must pass each other and on the width required for the exit maneuver.

Space and Aisle Width Combinations – 90 degree Parking

Space Width	Aisle Width	
	One-way	Two-way
2.4	5.8	5.8

Source: Adapted from Austroads (1994)

Space and Aisle Widths – Angle Parking

Parking Angle (degrees)	Aisle Width (m)	Space (m)
30	2.9	2.5
45	3.7	2.5
60	4.6	2.5

Source: Adapted from Austroads (1994)

4.5 Service Vehicles Loading Areas

Service vehicles are regarded as those vehicles delivering goods to or removing goods from a premises. It is recognized that servicing requirements may be unique to a particular site. Service traffic varies with the type of enterprise within a given use class (e.g. the traffic serving a furniture shop may be very different in frequency and character from that supplying a supermarket). For this reason, dimensions of loading/unloading areas will depend on the types of vehicles likely to service the development. The minimum loading/unloading bay height will be determined by the type of vehicles likely to service the development.

The onus is placed on applicants/developers to demonstrate that adequate provision has been made on site for loading, unloading and turning of service vehicles. This should exist in all developments visited by service vehicles.

Such service provision should be clearly signed and marked to avoid being utilized as an overflow parking area. Loading areas should be designed so delivery and service vehicles:

- Avoid standing or blocking a public road, access way or service road;
- Avoid blocking traffic flow and public or private parking spaces;
- Located at the rear of the site/structure;
- Minimize danger to pedestrians; and
- Minimize danger to vehicle.

4.6 Demarcation of Spaces

All required spaces shall be painted out or physically demarcated on the ground to the satisfaction of the PUMA. If certain parking spaces are allocated to specific occupants or visitors of the development, these spaces are to be clearly marked.

All parking that are not easily visible from the street are to be signposted. In large parking areas pavement arrows and/or other signs shall indicate the direction of vehicle movements.

4.7 Maintenance of Spaces

All spaces and associated access and maneuvering areas shall at all times be kept available for use by the vehicles they are designed for and shall not be diminished or rendered unusable by any building, alteration, storage or other activity. All parking and associated access and maneuvering areas shall at all times be well kept to the satisfaction of the PUMA.

4.8 Safety and Security in Parking Areas

Traffic and personal safety, both on site and at external access points, should be considered uppermost in all car parking designs. Pedestrian areas should be separated from vehicular movement areas where possible.

5 GLOSSARY

Change in use	changing from one use class to another as classified under this policy
Development Consent Application	an application for consent under Part V of the PUM Act 2004 to carry out development
Exemption	not obligated to the standards provided in this policy
Gross Floor Area (GFA)	the sum of the areas of each floor of a building comprising the area within the outer face of the external enclosing walls
Hospital	means a building or place used for the purpose of providing professional health services to people.
Motels	means premises, not being a hotel, used for temporary or short-term accommodation of travelers.
Recreation and Leisure	relaxation activities e.g. sporting activities
Restaurant	a building or place, the principal purpose of which is the provision of food to people for consumption on the premises
Shop	a building or place used for the purpose of selling goods or materials, whether by retail or auction, or of hiring or displaying for the purpose of selling or hiring of goods or materials
Town houses	means a dwelling within a building which contains more than 2 dwellings where each dwelling has its own entrance and open space for the exclusive use of the occupants of the dwelling.
Take –away outlets	development where customers park their vehicles on-site and walk to the food outlet for take-away service
Villa house	means a dwelling within a 1 storey building which contains more than 2 dwellings where each dwelling has its own entrance and open space at ground level for the exclusive use of the occupants of the dwelling.
Warehousing and storage	means a building and place used for the principal purpose of storing.

6 APPENDIX

USE CLASS CLASSIFICATION

CLASS A1 – Shops

- ❖ Retail of goods (other than hot food)
- ❖ Display of goods for sale
- Travel agency
- Hairdressing
- Funeral services
- Laundromat
- Repair store
- Stationery shops
- Hardware stores
- Ice-cream parlor
- Video store
- Supermarkets

CLASS A2 – Financial & Professional Services

- ❖ Financial services
- ❖ Professional services (other than health or medical)
- Architect
- Insurance company
- Surveying
- Law firm
- Real estate
- Consultant

CLASS A3 – Food and Drink

- Sale of food and / or drink for consumption on the premises
- Sale of hot food for consumption off the premises
- Restaurants
- Take-away outlets
- Club/bar and grills
- Cafes

CLASS B1 – Business

- ❖ Offices other than a use within Use Class A2
- ❖ Hire of commercial goods

CLASS B2 – General Industrial

- Industrial processes other than those falling within Use Class B1 above.
- Light industrial that has minimum effect on the amenity of the area. (noise, dust, smell, fumes, vapours and waste materials)

- Heavy industrial has great effects on the amenity of the area, etc.

CLASS B3 – Storage or Distribution

- Wholesaler
- Warehousing and storage

CLASS C1 - Hotels

- ❖ Use as hotel or boarding or guest house (including motels)
- Hotels
- Beach resorts
- Motels
- Surf camps

CLASS C2 – Residential Institutions

- ❖ For the provision of residential accommodation and care to people in need.
- Hospital
- School hostel and tertiary dormitories
- Elderly homes
- Town houses development
- Villa house

CLASS C3 – Residential

- Use as a residential home

CLASS D1 – Non-Residential Institutions

- ❖ Provision of any medical or health services except the use of premises attached to the residence of the consultant or practitioner
- Schools – primary, secondary and tertiary
- Museums
- Libraries
- Churches

CLASS D2 – Recreation and Leisure

- Cinemas
- Tennis/squash courts
- Golf
- Swimming pools
- Gymnasium
- Pool table parlour
- Sports field / stadium
- Parks / children playground
- Botanical gardens