

SECTION 22  
OFF-STREET PARKING

Section:

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**515-22-1: Purpose and Intent.** The regulations of off-street parking spaces within this Ordinance is to alleviate or prevent congestion of the public right-of-way and to promote the safety and general welfare of the pubic establishing minimum requirements for off-street parking of motor vehicles in accordance with the utilization of various parcels of land or structures.

**515-22-2: Application of Off-Street Parking Regulations.** The regulations and requirements set forth herein shall apply to all off-street parking facilities, other than one and two family dwellings, in all of the zoning districts of the City.

- A. Site Plan Drawing Necessary. Applications for a change of use, new construction or expansion in all zoning districts shall be accompanied by a site plan drawn to scale and dimensioned and indicating the location of off-street parking, loading spaces, driveways, and curb cuts in compliance with the requirements set forth in this subdivision and Section 10 of this Ordinance.
- B. Exemptions from Parking Requirements. All business uses located within the B-3, Central Business District shall be exempt from the following off-street parking requirements of this Ordinance.

**515-22-3: General Provisions.**

- A. Space Reduction. Existing off-street parking spaces upon the effective date of this Ordinance shall not be reduced in number unless said number exceeds the requirements set forth herein for a similar new use.
- B. Existing Uses. Should a legal, non-conforming building, structure, or use in existence upon the effective date of this Ordinance be damaged or destroyed by fire or other cause,

it may be re-established in accordance with Section 15 of this Ordinance, except that in so doing, any off-street parking or loading which existed shall be retained.

- C. Change of Use or Occupancy of Buildings. Any change of use or occupancy of any building or buildings including additions thereto requiring more parking area shall not be permitted until there is furnished such additional parking spaces as required by these zoning regulations.
- D. Use of Parking Area. Required off-street parking space in any district shall not be utilized for storage of goods or for the storage of vehicles which are inoperable or for sale or for rent.
- E. Accessible Parking. All parking associated with any building, structure or use shall be required to conform to the disability accessible parking standards pursuant to Minnesota State Statutes 168.021, as may be amended.
- F. Parking in Residential Districts. Off-street parking areas accessory to a residential use shall be utilized solely for the parking of passenger automobiles, recreational vehicles, and/or one (1) truck not to exceed twelve thousand (12,000) pounds gross weight rating for each dwelling.
- G. Use of Required Parking Facilities in Commercial and Industrial Districts. Required off-street parking spaces in commercial and industrial districts shall not be utilized for open storage, sale or rental of goods, or storage of inoperable vehicles.
- H. Calculating Space.
  - 1. The term “floor area” for the purpose of calculating the number of off-street parking spaces required shall be determined on the basis of the exterior floor area dimensions of the buildings, structure or use times the number of floors, minus ten (10) percent, except when floor plans are submitted that identify net usable floor area of the building exclusive of ancillary floor areas that do not generate parking demand (e.g., stair wells, hallways, restrooms, closets, utility rooms).
  - 2. When determining the number of off-street parking spaces results in a fraction, each fraction of one-half ( $\frac{1}{2}$ ) or more shall constitute another space.
  - 3. In gymnasiums, places of worship and other places of public assembly in which patrons or spectators occupy benches, pews or other similar seating facilities, each twenty-four (24) inches of such seating facilities shall be counted as one (1) seat for the purpose of determining requirements.
  - 4. Except as provided for under joint parking and shopping centers, should a building contain two (2) or more types of use, each use shall be calculated separately for determining the total off-street parking spaces required. Warehouse

area associated with retail uses shall have parking requirements calculated separately from the retail requirements.

**515-22-4: Access and Driveway Design.**

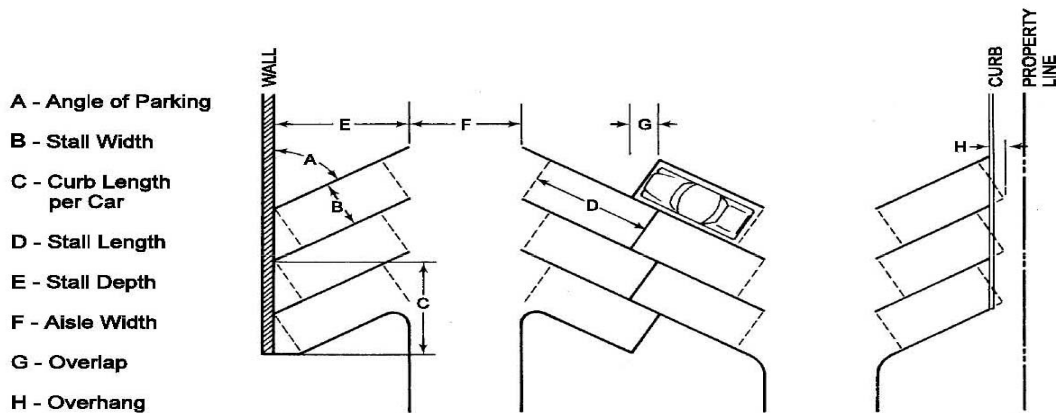
- A. Collector/Minor Arterial Street Access. Access to any street shown as a collector or arterial roadway on the City's Comprehensive Plan shall require review and comment by the affected agency (County Highway Engineer or MnDOT) and City. This review shall be required prior to the issuance of any building permits. The County or City Engineer shall determine the appropriate location, size and design of each access drive and may limit the number of access drives in the interest of public safety and efficient traffic flow.
- B. Street/Alley Access. Except in the case of single, two family and townhouse dwellings, parking areas shall be designed so that circulation between parking bays or aisles occurs within the designated parking lot and does not depend upon a public street or alley. Except in the case of single, two family, townhouse, and quadraminium dwellings, parking area design which requires backing into the public street is prohibited.
- C. MnDOT Highway Access. A MnDOT permit is required to create, modify or to change an access to a State highway.
- D. Curb Cut/Driveway Access Location.
  - 1. No residential curb cut/driveway access shall be located less than thirty (30) feet from the intersection of two (2) or more local street rights-of-way. Minimum distance from an intersection for commercial uses shall be sixty (60) feet. This distance shall be measured from the intersection of lot lines. Curb cut/driveway access setbacks from the intersection of streets with higher functional classifications shall be consistent with the recommendations of the Comprehensive Plan and require approval by the City Engineer.
    - a. Street functional classification shall be defined by the City's Comprehensive Plan.
    - b. The setback measurement shall be measured from the edge of the street right-of-way to the nearest edge of the curb cut.
    - c. Driveways onto arterials and major collectors shall be prohibited where alternative street access is available. For existing lots of record, where alternative access is not available, direct access onto arterial and major collectors may be permitted, provided a site plan is submitted for review and approval of the City Engineer. Approval is also subject to the provisions of this Ordinance.

2. Residential uses in R-1 and R-2 Zoning Districts may construct driveways and parking areas up to the property line but shall not encroach within drainage and utility easements.
  3. Non-residential uses in residential Zoning Districts and uses in all other zoning districts, driveways and parking stalls shall be set back a minimum of three (3) feet from side and rear property lines. The City may allow an exception to the required setback to accommodate a shared driveway along a common property line, provided the following conditions are met:
    - a. Access easements are established and recorded over the shared driveway in favor of each affected property owner.
    - b. A maintenance agreement between the property owners is established and recorded for the shared driveway.
  4. Each lot and parcel shall be entitled to at least one (1) curb cut. Lots and parcels shall be allowed one (1) curb cut access for each one hundred twenty-five (125) feet of street frontage. Corner lots and parcels are allowed one (1) curb cut access plus one (1) additional curb cut access for frontages over one hundred twenty-five (125) feet.
- E. Curb Cut/Driveway Width. No curb cut shall exceed thirty (30) feet in width as measured at the street right-of-way line. Commercial and Industrial properties requiring larger curb cuts to accommodate truck turning radii shall be allowed to have curb cuts up to thirty-six (36) feet in width. Access to a collector or arterial roadway shall require review and approval by the City Engineer and any other affected agency as outlined in Section 20-22-4.A of this Ordinance.

**515-22-5: Parking Surface Design Standards.**

- A. Parking Area Standards. Parking areas and the aisles shall be developed in compliance with the following standards:

Angle of Parking (A)	Stall Width (B)	Curb Length Per Car (C)	Stall Length (D)	Stall Depth Wall to Aisle (E)	Stall Depth Interlock to Aisle	Aisle One Way (F)	Aisle Width Two Way (F)
90°	10' 0"	10' 0"	18' 0"	18' 0"	18' 0"	24' 0"	24' 0"
75°	10' 0"	9' 6"	18' 0"	20' 8"	19' 10"	21' 6"	23' 0"
60°	10' 0"	10' 5"	18' 0"	21' 0"	19' 10"	18' 0"	22' 0"
45°	10' 0"	12' 9"	18' 0"	19' 10"	17' 10"	15' 0"	22' 0"
0°	10' 0"	22' 0"	22' 0"	9' 0"	9' 0"	12' 0"	24' 0"



- B. Semi Tractor Trailer Parking. Semi tractor trailer parking shall be in stalls designated for such parking in terms of width and length. Parking of semis lengthwise across standard parking stalls shall be prohibited.
- C. Within Buildings. The off-street parking requirements may be furnished by providing a space so designed within the principal building or one (1) structure attached thereto. No building permit shall be issued to convert said parking building into a dwelling unit or living area or other activity until other adequate provisions are made to comply with the required off-street parking provisions of this Ordinance.
- D. Grade Elevation. Excepting driveways for single family and two family dwellings, the grade elevation of a parking area shall not exceed five (5) percent.
- E. Surfacing.
  - 1. One and two family residential parking surface requirements. An improved parking surface for residential parking in all residential districts except R-A and R-R includes concrete, bituminous (pervious or impervious), pavers (pervious or impervious), brick, Class V, pea gravel and stones. Class V, pea gravel, stone, and grass are permitted unimproved surfaces for residential uses as described in this Section.
    - a. No more than forty (40) percent of a property can be improved parking surfaces.
    - b. Parking is permitted on an improved and unimproved surface in the rear yard.
    - c. The width of a garage plus an additional forty (40) percent of the width of the garage can be surfaced for a driveway in the front and side/corner yards.

- d. Parking in front and side street yards is allowed on concrete, bituminous and pavers/brick. Material such as Class V, rocks, pea gravel and stone are not allowed.
  - e. A driveway without a garage shall extend into the yard alongside a dwelling a distance of twenty-four (24) feet.
  - f. Parking along an interior side of a house is permitted on an improved surface.
2. Multiple family and non-residential parking surface requirements. All areas intended to be utilized for parking space and driveways shall be surfaced with concrete, bituminous, and pavers/brick. The City may allow up to twenty-five (25) percent of required parking stalls or one hundred (100) percent of seasonal or overflow parking in excess of that required to be provided as green parking with a turf surface which is supported by a City approved parking lot sub-base and turf guard fabric.
  3. Plans for surfacing and drainage of driveways and stalls for ten (10) or more vehicles shall be submitted to the City Engineer for review and the final plans shall be subject to the City Engineer's written approval.
  4. Plans for surfacing and drainage of driveways shall be reviewed and approved by City staff prior to issuance of a building permit. Said surfacing shall be completed within one (1) year following the date of building occupancy permit.
- F. Striping. Except for single, two family or townhouses, all parking stalls shall be marked with white or yellow painted lines not less than four (4) inches wide.
  - G. Lighting. Any lighting used to illuminate an off-street parking area shall be arranged as to reflect the light away from the adjoining property. All exterior lighting shall comply with Section 18 of this Ordinance.
  - H. Cart Storage. Retail commercial uses that have customer service carts shall be required to provide ample space for the storage of carts within off-street parking areas, subject to the approval of City staff. The need and specific amount of required cart storage space shall be determined as part of the site plan review. When required, cart storage areas shall not occupy required off-street parking space, shall be clearly delineated, and shall include facilities for cart confinement.

**515-22-6: Maintenance.** It shall be the joint responsibility of the operator and owner of the principal use, uses and/or buildings to maintain, in a neat and clean manner, the parking space, access ways, landscaping and required screening.

**515-22-7: Ownership.**

- A. Required accessory off-street parking shall be on the same lot under the same ownership as the principal use being served, except under the provisions of Sections 515-22-10 and 515-22-11 of this Ordinance.

**515-22-8: Number of Spaces Required.** The following minimum number of off-street parking spaces shall be provided and maintained by ownership, easement and/or lease for and during the life of the respective uses hereinafter set forth. The following districts are exempt from the minimum off-street requirements:

- B-4 (General Business) District
  - B-5 (Commercial Amusement) District
  - B-6 (Washington Street Commercial) District
  - I-1 (Light Industry) District
  - I-2 (General Industry) District
- A. Auto, Boat, Trailer, Farm Equipment and Other Outdoor Sales Lots. One (1) space per four hundred (400) square feet gross sales and office floor area and of the building plus one (1) space per each two thousand (2,000) square feet of gross outdoor sales lot area.
- B. Auto Repair. Two (2) spaces per serving bay; the service bay is not a parking space, plus one (1) for each employee on the maximum shift.
- C. Boarding House. At least one and one-half (1½) parking spaces per boarding room.
- D. Bowling Alleys. Five (5) spaces for each alley plus additional spaces for related uses.
- E. Car Washes (Drive Through and Self Service). One (1) space per employee plus: Drive through: Six (6) stacking spaces. Self-service: One (1) stacking space per wash bay.
- F. Places of Worship. At least one (1) parking space for each four (4) seats based on the design capacity of the main assembly hall, plus one (1) space for each church employee. Facilities as may be provided in conjunction with such buildings or uses shall be subject to additional requirements which are imposed by this Ordinance.
- G. Community Centers, Libraries, Private Clubs, Lodges, Museums, Art Galleries. One (1) space for each three hundred (300) square feet of floor area in the principal structure.
- H. Contractors' Offices, Shops and Yards. One (1) per one thousand (1,000) square feet of shop area or warehousing, plus one (1) per three hundred (300) square feet of office space.
- I. Day Care Facilities.

1. Day care facilities serving fourteen (14) or fewer persons. In addition to residential parking requirements, one (1) space per seven (7) children capacity.
  2. All other day care facilities. One (1) space per teacher on the largest shift, plus one (1) space per ten (10) students/children based on maximum capacity of the facility.
- J. Elderly (Senior Citizen) Housing. Reservation of area equal to one (1) parking space per unit. Initial development is, however, required of only one-half (½) space per unit and said number of spaces can continue until such time as the City Council considers a need for additional parking spaces has been demonstrated.
- K. Financial Institutions, Banks, Savings and Loan. Four (4) spaces for every one thousand (1,000) square feet.
- L. Funeral Undertaking Establishments. At least twenty (20) parking spaces for each chapel or parlor, plus one (1) parking space for each funeral home vehicle. Drive aisle space shall also be provided off the street for making up a funeral procession.
- M. Furniture Store/Household Appliances. One (1) space per four hundred (400) square feet of gross sales floor area. One (1) space per one thousand five hundred (1,500) square feet of warehousing.
- N. Garden Supply Stores, Building Material Sales in Structures. Eight (8) off-street parking spaces, plus one (1) additional space for eight hundred (800) square feet of floor area over one thousand (1,000) square feet.
- O. Golf Courses. Four (4) spaces per hole, plus fifty (50) percent of the requirements for any other associated use.
- P. Golf Driving Ranges, Miniature Golf Courses and Other Outdoor Commercial Recreational Uses. Ten (10) off-street parking spaces plus one (1) for each two hundred (200) square feet of activity area.
- Q. Health Clubs. One (1) space per two (2) exercise stations (e.g., strength machine or cardio vascular) plus one (1) space per employee on the largest shift plus additional parking for ancillary uses (e.g., gymnasiums, auditoriums, offices, restaurants).
- R. Hospitals. Three (3) spaces per bed.
- S. Manufacturing Facilities. One (1) space for each eight hundred (800) square feet of gross floor area, plus one (1) space for every company owned vehicle.
- T. Motels and Hotels. One (1) space per each rental room/suite plus one (1) space for each eight (8) units, and one (1) space for each employee on any shift.



- U. Motor Fuel Stations. At least four (4) off-street parking spaces plus one (1) space for each employee on duty. Those facilities designed for sale of other items than strictly automotive products, parts or service shall be required to provide additional parking in compliance with other applicable sections of this Ordinance.
- V. Office Buildings, Animal Hospitals and Clinics, Professional Offices and Medical Clinics. One (1) space for each two hundred (200) square feet of floor area.
- W. Sales Lots. Ten (10) spaces or one (1) per two thousand (2,000) square feet gross land area devoted to sales lot, whichever is larger.
- X. Racquetball, Handball and Tennis Courts, Commercial. Not less than six (6) spaces per each court.
- Y. Rest Home, Nursing Home, Convalescent Center, or Institution. One (1) space for each six (6) beds based upon maximum design capacity, plus one (1) space for each two (2) employees.
- Z. Restaurants, Cafes, Private Clubs Serving Food and/or Drinks, Bars, On-Sale Nightclubs. One (1) space for each forty (40) square feet of dining or bar area and one (1) space for each eighty (80) square feet of kitchen area.
- AA. Restaurants, Fast Food. Fifteen (15) spaces per one thousand (1,000) square feet of gross floor area.
- BB. Retail Sales and Service Business with Fifty (50) Percent or More of Gross Floor Area Devoted to Storage, Warehouses and/or Industry. At least eight (8) spaces or one (1) space for each two hundred (200) square feet devoted to public sales or service, plus one (1) space for each five hundred (500) square feet of storage area.
- CC. Retail Stores and Service Establishments. At least one (1) off-street parking space for each two hundred (200) square feet of floor area.
- DD. Schools: Colleges and Universities. At least one (1) parking space for each two (2) students based on the design capacity plus one (1) space for each classroom. Auditorium or event space shall be subject to separate, additional calculations.
- EE. Shopping Centers. Five and one half (5 ½) spaces per each one thousand (1,000) square feet of gross leasable floor area (exclusive of common areas).
- FF. Single Family, Two Family Dwellings, and Accessory Apartments. Two (2) spaces per unit.
- GG. Theaters, Civic Centers, Auditoriums, Stadiums, Sports Arenas or Similar Uses: One (1) space for each four (4) seats plus one space for each two (2) employees.

- HH. Townhome, Quadraminium, Manor Home, Multiple Family Dwellings, and Manufactured Homes within Manufactured Home Parks. At least two and one-fourth (2 ¼) rent-free spaces per unit. In projects involving eight (8) or more units, the City may require additional clustered guest parking spaces based upon calculation of required demand.
- II. Warehousing, Storage of Handling of Bulk Goods. That space which is solely used as office shall comply with the office use requirements and one (1) space for each one thousand five hundred (1,500) square feet of floor area, and one (1) space for each company owned truck (if not stored inside principal building) or one (1) space for each employee, whichever is greater.
- JJ. Other Uses. Other uses not specifically mentioned herein shall be determined on an individual basis by the City Council upon recommendation by the Planning Commission. Factors to be considered in such determination shall include (without limitation) the national parking standards for size of building, type of use, number of employees, expected volume and turnover of customer traffic and expected frequency and number of delivery or service vehicles.

**515-22-9: Parking Deferment.** The Planning Commission may allow a reduction in the number of required parking stalls for commercial, industrial, and public/semi-public uses provided that:

- A. The applicant demonstrates that the proposed use will have a peak parking demand less than the required parking under Section 515-22-8 of this Ordinance. Factors to be considered when reviewing the proposed parking demand shall include, but not be limited to:
  - 1. Size of building.
  - 2. Type of use.
  - 3. Number of employees.
  - 4. Projected volume and turnover of customer traffic.
  - 5. Projected frequency and volume of delivery or service vehicles.
  - 6. Number of company-owned vehicles.
  - 7. Storage of vehicles on site.
- B. In no case shall the amount of parking provided be less than one-half (½) of the amount of parking required by this Ordinance.
- C. The site has sufficient property under the same ownership to accommodate the expansion of the parking facilities to meet the minimum requirements of this Ordinance if the parking demand exceeds on site supply. A proof of parking plan is submitted for City approval that meets the following conditions:

1. A parking plan drawn to scale for the property is submitted with the site plan and indicates that the site complies with the total parking requirements stated above and with the parking lot design to the standards required by this Ordinance.
  2. The proof of parking area is defined as that portion of the site which is not paved, but is suitably landscaped and is capable of containing the amount of parking equal to the difference between the total amount of required parking and the amount of parking required to be paved to meet the requirements of this Ordinance.
  3. The proof of parking area shall be clearly delineated on the parking plan for the site.
  4. The paved portion of the parking area shall comply with the pertinent sections of this Ordinance.
  5. The proof of parking area is not used to satisfy any other landscaping, setback, or other requirement of this Ordinance and is not located in an area occupied by a building or an easement.
- D. The property owner is responsible for informing any subsequent owner of the proof of parking area and parking status of the property and shall record said provision with the County Recorder.
- E. On-site parking shall only occur in areas designed and constructed for parking in accordance with this Ordinance.
- F. The applicant and City enter into a development agreement, to be recorded against the subject property, which includes a clause requiring the owner to install the additional parking stalls, upon a finding of the City that such additional parking stalls are necessary to accommodate the use.
- G. A change of use will necessitate compliance with the applicable Zoning Ordinance standard for parking.

**515-22-10: Joint Facilities.** Required parking facilities serving two or more uses may be located on the same lot or in the same structure provided that the total number of parking spaces furnished shall be not less than the sum of the separate requirements for each use, during any peak hour parking period when the parking facility is utilized at the same time by two or more uses. Conditions required for joint use:

- A. The proposed joint parking space within the distance required under 515-22-11 of this Ordinance of the uses it will serve.

- B. The applicant shall show that there is no substantial conflict in the principal operating hours of the two buildings or uses for which joint use of off-street parking facilities is proposed.
- C. A properly drawn legal document approved by the City Council, executed by the parties concerned, for joint use of off-street parking facilities shall be filed with the City Clerk.

**515-22-11: Off-Site Parking.** Any off-site parking which is used to meet the requirements of this Ordinance shall be subject to the following conditions:

- A. Off-site parking shall be developed and maintained in compliance with all requirements and standards of this Ordinance.
- B. Reasonable public access from off-site parking facilities to the use being served shall be provided.
- C. The site used for meeting the off-site parking requirements of this Ordinance shall be under the same ownership as to the principal use being served or under public ownership.
- E. Off-site parking for multiple family dwellings shall not be located more than four hundred (400) feet from any normally used entrance of the principal building(s) served.
- F. Off-site parking for non-residential uses shall not be located more than eight hundred (800) feet from the main entrance of the principal building(s) being served. No more than one (1) main entrance shall be recognized for each principal building.
- G. Any use which depends upon off-site parking to meet the requirements of this Ordinance shall maintain ownership and parking utilization of the off-site location until such time as on-site parking is provided or a site in closer proximity to the principal use is acquired and developed for parking.