

Section 46: Off-Street Parking

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46.01 Purpose. The purpose of the off-street parking regulations is to alleviate or prevent congestion of the public right-of-way and to promote the safety and general welfare of the public by establishing minimum requirements for off-street parking of motor vehicles in accordance with the utilization of various parcels of land or structures.

46.02 Application of Off-Street Parking Regulations. The regulations and requirements set forth herein shall apply to all off-street parking facilities in all of the zoning districts of the City.

46.03 Site Plan Drawing Required. All applications for a building or an occupancy permit in all zoning districts shall be accompanied by a site plan (based upon a current certificate of survey) drawn to scale, dimensioned, and indicating the location of off-street parking, loading spaces, driveways, and curb cuts in compliance with the requirements set forth in this section and Section #47 (Off Street Loading) of this Ordinance. All site plans for single family homes must provide for location of a two stall attached garage.

46.04 General Provisions.

Subd. 1. For All Districts.

- A. Floor Area. Except as hereinafter may be provided, 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 10 percent.
- B. Reduction of Existing Off-Street Parking Space or Lot Area. Off-street parking spaces or area existing upon the effective date of this

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Ordinance shall not be reduced in number or size unless said number or size exceeds the requirements set forth herein for a similar new use.

- C. Non-Conforming Structures. Should a non-conforming structure or use be damaged or destroyed by fire, it may be re-established if elsewhere permitted in these zoning regulations, except that in doing so, any off-street parking or loading space which existed before shall not be reduced.
- D. Change of Use or Occupancy of Buildings. If any change of use or occupancy of any building or buildings, including additions thereto, results in a requirement of a larger parking area. Such change requiring more parking area shall not be permitted until there is furnished such additional parking spaces as required by this Ordinance.
- E. Truck Parking in Residential Areas. No motor vehicle over one ton capacity bearing a commercial license and no commercially licensed trailer shall be parked or stored in a residential district or a public street except when loading, unloading, or rendering a service. Recreational vehicles, pickups, and commercial vans are not restricted by the terms of this provision.
- F. Calculating Space.
1. When the determination of the number of off-street parking spaces results in a fraction, each fraction of one-half or more shall constitute another space.
 2. In places of public assembly where patrons or spectators occupy benches, pews, or other similar seating facilities, each 22 inches of such seating facilities shall be counted as one seat for the purpose of determining requirements.
 3. Except as hereinafter may be provided, should a structure contain 2 or more types of use, each use shall be calculated separately for determining the total off-street parking spaces required.
- G. Snow Storage in Parking Stalls. Provision shall be made in the parking area for adequate snow storage or removal to ensure that the required number of spaces are available at all times during the year.

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H. Parking Space Size. Each parking space shall not be less than the following:

Angle of Parking	Stall Width	Stall Length	Aisle Width One Way	Aisle Width Two Way
90 Degrees	10 feet*	20 feet	24 feet 24 feet	24 feet 24 feet
75 Degrees	10 feet*	21 feet	21 feet 21 feet	23 feet 23 feet
60 Degrees	10 feet*	23 feet	19 feet 19 feet	22 feet 22 feet
45 Degrees	10 feet*	25 feet	14 feet 14 feet	22 feet 22 feet
0 Degrees	10 feet*	25 feet	14 feet	24 feet

*Except that the width for handicap stalls shall be at least 12 feet.

I. Within Structures. The number of required parking spaces may be met, either in whole or in part, by enclosed spaces within the principal building or a structure attached thereto; however no building permit shall be issued to convert said parking structure 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.

J. Access. On-site parking spaces shall have access from a public right-of-way.

1. Access drives shall be so located as to minimize traffic congestion and abnormal traffic hazards.
2. Vehicular access to business or industrial uses across property in any residential district shall be prohibited.

K. Curb Cut Entitlement. All property shall be entitled to at least one curb cut.

L. Curb Cut Design Standards. All curb cuts shall be installed to comply with the City's curb cut design standards.

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- M. Curb Cut Minimum. Curb cut openings shall be a minimum of 12 feet wide.
- N. Curb Cut Location. Curb cut openings shall be a minimum of 5 feet, not including curb radius, from side or rear property lines.
- O. Grade Elevation. The grade elevation of any parking lot area shall not exceed 5 percent.
- P. Surfacing. All off-street parking areas and loading areas shall have a brick, concrete, or bituminous surface, graded and drained to dispose of all surface water. Weather permitting, all surfacing should occur prior to the Certificate of Occupancy but in no event later than 8 months following the Certificate of Occupancy. If the driveway is not constructed prior to the issuance of a Certificate of Occupancy, \$2,000.00 shall be deposited with the City Clerk and shall be refunded only upon satisfactory completion of the driveway. Plans for surfacing and drainage of driveways and stalls for 5 or more vehicles shall be submitted to the City Engineer for his review and the final drainage plan shall be subject to his written approval. Driveway aprons shall be constructed and surfaced with either concrete or bituminous in compliance with adopted City construction specifications.
- Q. Lighting. Any lighting used to illuminate an off-street parking area shall be hooded and so arranged as to reflect the light away from adjoining property, abutting residential uses, and public rights-of-way and must be in compliance with Section #40.04 (Glare/Lighting) of this Ordinance.
- R. Signs. No sign shall be so located as to restrict the sight lines and orderly operation and traffic movement within any parking lot.
- S. Maintenance. It shall be the joint and several responsibility of the lessee and owner of the principal use, uses, or building to maintain in a neat and adequate manner, the parking space, accessways, striping, landscaping, and required screening.
- T. Use of Required Area. Required accessory off-street parking spaces in any district shall not be utilized for open storage, sale, or rental of goods, storage of inoperable vehicles as regulated by Section #40.05 (Exterior Storage) of this Ordinance, and/or storage of snow. No parking area shall be used for sales, dead storage, body repair work,

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including but not limited to frame or fender repair, or mechanical repairs of any kind, except that this shall not apply to home maintenance work of a customary or routine nature necessary for the efficient operation of a vehicle, provided that it does not result in oil spillage, litter, or other damage to the parking area surface and provided that such routine home maintenance and upkeep work is completed within a 72 hour period.

- U. Same Lot and Ownership Required. 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 46.08 and 46.09 of this Ordinance.
- V. Distance from Right-of-Way. There shall be no off-street parking within 5 feet of any street right-of way.
- W. Boulevard Use Prohibited. The boulevard portion of the street right-of-way shall not be used for parking.

Subd. 2. Non-Residential Districts.

- A. Aisle Location. Parking areas shall be designed so that parking aisles or bays are within the designated parking lot and do not depend upon a public street or alley.
- B. Backing onto Street Prohibited. Parking areas which require backing into the public street is prohibited.
- C. Curb Cut Entitlement. Each property shall be allowed one curb cut. Multiple accesses must be approved by the City.
- D. Curb Cut Location.
 - 1. No curb cut access shall be located less than 50 feet from the intersection of 2 or more street rights-of-way. This distance shall be measured from the intersection of property lines, not curb line.
 - 2. Driveway access curb openings on a public street shall not be located less than 40 feet from one another.
- E. Curb Cut Width. No curb cut shall exceed 30 feet in width. Curb cut widths not exceeding 36 feet may be permitted subject to review and

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recommendation of the City Engineer and approval of the Zoning Administrator. Before the City Engineer recommends a curb cut exceeding the maximum widths set out herein, he/she shall consider the type of land use the curb cut will serve, the extent and nature of the vehicular traffic anticipated and the type and width of the street serving the property where the curb cut will be located. The City Engineer shall also consider any regulations promulgated by the Minnesota Commissioner of Transportation relative to driveway and curb cut dimensioned before making a recommendation to exceed the 30 foot maximum width.

- F. Striping. All parking stalls shall be marked with white or yellow paint lines at least 4 inches wide and shall be maintained for visibility on a regular basis.
- G. Concrete Curbing and Landscaping. All open, off-street parking shall have a perimeter concrete curb barrier around the entire parking lot; said curb barrier shall not be closer than 5 feet to any lot line. Grass, plantings or screening shall be provided in all areas bordering the parking area.
- H. Required Screening. All open, off-street parking areas in non-residential districts which abut residential districts shall be screened and landscaped in compliance with Section #45 (Screening) of this Ordinance.
- I. Setback Area. Except in a shared parking arrangement, required accessory off-street parking shall be set back at least five feet from all lot lines.

Subd. 3. Residential Districts.

- A. Curb Cut Entitlement. Single family uses shall be limited to one curb cut access per property unless a Conditional Use Permit is reviewed by the Planning Commission and approved by the Council.
- B. Curb Cut Location. No residential curb cut access shall be located less than 40 feet from the intersection of two or more street rights-of-way. This distance shall be measured from the intersection of property lines, not curb line.
- C. Curb Cut Entitlement. No curb cut shall exceed 30 feet in width.

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- D. Parking. Parking shall be prohibited in any portion of the front yard except that designated driveways leading directly into a garage or one open, surfaced space located on the side of a driveway, away from the principal use shall be permitted. Said extra space shall be surfaced to match the driveway surface.
- E. Screening. Where high density residential use abuts property zoned or developed as single family residential use, the high density residential use shall provide screening along all off-street parking to mitigate possible adverse impacts.

Subd. 4. Other Parking in Residential Areas. Parking in residential areas (off-street and on-street) shall be limited to the use of the residents of those homes. Except for short term parking (8 hours or less) and guest parking, the number of vehicles parked on or in front of a residential lot shall not exceed double the number of persons residing on the premises and having valid driver's licenses.

46.05 Residential Driveways. The purpose of this provision is to provide minimum setback and slope standards for single family and two family dwelling unit driveway construction. The intent is to reduce interference with drainage and utility easements by providing setback standards, reduce erosion by requiring a hard surface for all driveways, and provide positive drainage to the street via establishment of minimum driveway slope standards. The requirements of this provision shall apply to all building permits for new construction of residential units. A certificate of survey indicating the setback, slope, and proposed elevations shall be required to illustrate compliance with these provisions.

Subd. 1. Residential Driveway Requirements.

1. Driveways shall be at least 5 feet from side and rear yard property lines.
2. Driveways should be located as indicated on the Subdivision grading plan, however, an alternate location meeting the requirements of this section will be permitted.
3. The vertical profile for a driveway shall not exceed 8 percent maximum slope. Driveway slopes between 8 and 10 percent may be allowed if approved by the City Engineer.
4. The garage slab shall be constructed at an elevation that will permit a driveway with a minimum slope of 15 inches above

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the top of curb.

5. All driveways shall be surfaced with bituminous, concrete, or other hard surface material, as approved by the City Engineer.
6. For properties located in the R-3, R-4, or MXR district, or within a Shoreland District, the certificate of survey shall indicate the total area of the driveway for the purpose of calculating impervious surface coverage.
7. The minimum corner clearance from the street right-of-way line shall be at least 35 feet to the edge of the driveway.

46.06 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. When computing total number of parking spaces required for a use, individual activities within the use will be calculated separately and added together to arrive at the total required parking spaces for each specific use proposed.

- Subd. 1.** Automobile Repair Shop. 8 off-street parking spaces, plus 1 additional space for each 800 feet of floor area over 1,000 square feet.
- Subd. 2.** Boarding and Lodging House. 2 spaces plus 1 parking space for each individual sleeping room.
- Subd. 3.** Bowling Alley. 5 spaces for each alley, plus additional spaces as may be required herein for related uses such as a restaurant.
- Subd. 4.** Churches, Auditoriums, Theaters, Civic Centers, Stadiums, Sports Arenas, and other Places of Assembly. 1 parking space for each 3 seats based on the design capacity of the main assembly hall. Facilities as may be provided in conjunction with such buildings or uses shall be subject to additional requirements which are imposed by this Section.
- Subd. 5.** Community Centers, Health Studios, Libraries, Museums, Private Clubs, Lodges. 10 spaces plus 1 for each 150 square feet in excess of 2,000 square feet of floor area in the principal structure.
- Subd. 6.** Convalescent Home, Rest Home, Nursing Home, or Day Nurseries. 4 spaces plus 1 for each 3 beds for which accommodations are

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offered plus 1 space designated for emergency vehicles.

- Subd. 7.** Drive-in Establishment and Convenience Food. At least 1 space for each 50 square feet of gross floor area. Additionally, 180 lineal feet of drive aisle stacking space shall be provided for drive-through facilities.
- Subd. 8.** Elderly (Senior Citizen) Housing. 1 space per dwelling unit.
- Subd. 9.** Funeral Homes, Mortuaries. 1 stall per 3 seats. Aisle space shall be provided off-street for making up a funeral procession.
- Subd. 10.** Gas Station. 1 space for every 2 gas pumps. Car wash facilities must provide adequate stacking space as determined by the City Engineer. Those facilities designed for sale of other items shall be required to provide additional parking in compliance with other applicable provisions Sections of this Section.
- Subd. 11.** Golf Course, Golf Clubhouse (Excluding mini-golf establishments). 4 spaces per hole.
- Subd. 12.** Lumber Yard, Garden Supply, Nursery and Landscaping Operations with On-Site Growing Fields. At least 1 space per 250 square feet of interior sales floor area plus 1 space for each 3,000 square feet of outdoor sales area.
- Subd. 13.** Manufacturing, Fabricating, or Processing of a Product or Material. 1 space per employee on largest shift.
- Subd. 14.** Mobile Home Parks. Each manufactured home site shall have off-street parking spaces for 2 automobiles. Each manufactured home park shall maintain additional hard surfaced off-street parking lot(s) for guests of occupants in the amount of 1 space for each 3 sites.
- Subd. 15.** Motels, Motor Hotels, Hotels, Resorts. 3 spaces plus 1 space per rental unit plus 1 additional space for each 10 units.
- Subd. 16.** Multiple Family Dwellings. Structures containing up to 8 units shall have 2 garage spaces per unit plus 2 surface stalls per unit. Structures with greater than 8 units shall have 1 garage space per unit plus 2 surface stalls per unit.

In the City's sole discretion, all multi-family housing projects shall

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supply adequate visitor parking area in addition to the required parking proposed per project.

Subd. 17. Municipal Administration Buildings, Post Office, etc. 3 spaces plus 1 space for each 200 square feet of floor area.

Subd. 18. Office Buildings, Medical and Professional Offices. 3 spaces plus at least 1 space for each 200 square feet of floor area.

Subd. 19. Private Skating Rink, Dance Hall or Public Auction House. 20 off-street parking spaces, plus 1 additional off-street parking space for each 200 square feet of floor space over 2,000 square feet.

Subd. 20. Public Swimming Pool. 20 spaces plus 1 space for each 500 square feet of floor area in the principal structure.

Subd. 21. Restaurants, Cafes, Private Clubs Serving Food and/or Drinks, Bars, On-Sale Nightclubs. 1 space per 3 seats plus 1 space per employee on the largest shift.

Subd. 22. Retail Store and Service Establishment. 1 off-street parking space for each 200 square feet of floor area.

Subd. 23. Retail Sales and Service Business with 50 percent or More of Gross Floor Area Devoted to Storage, Warehouse, and/or Industry. At least 8 spaces or 1 space for each 200 square feet devoted to public sales or service plus 1 space for each 500 square feet of storage area, whichever is greater.

Subd. 24. Schools, Elementary. At least 1 parking space for each classroom plus 1 additional space for each 50 students. Auditorium or event space shall be subject to a separate, additional calculation.

Subd. 25. Schools, High School through College and Private and Day or Church Schools. 1 parking space for each 3 students based on design capacity plus 1 for each classroom.

Subd. 26. Shopping Centers. 6 spaces per each 1,000 square feet of gross leasable floor area (exclusive of common areas).

Subd. 27. Single Family and Two Family Units. 2 surface parking stalls per unit plus 2 garage stalls per unit

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Subd. 27.1 Central Business District. The City may modify minimum parking requirements in the B-1 District if it is determined that the use is consistent with the purpose of the district and the combination of off-street parking and available street parking is sufficient to accommodate the use.

Subd. 28. Warehousing, Storage, or Handling of Bulk Goods. That space which is solely used as office ancillary to the larger warehouse facility shall provide 1 space for each 300 square feet of floor area used as office plus 1 space per 1,500 square feet of floor area used as warehouse, plus 1 space for each company owned truck (if not stored inside).

Subd. 29. Other Uses. Other uses not specifically mentioned herein or unique cases shall be determined on an individual basis by the Planning Commission and Council. Factors to be considered in such determination shall include (without limitation) 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.

46.07 Joint Facilities. The City Council may, after receiving a report and recommendation from the Planning Commission, approve an interim use permit for one or more businesses to provide the required off-street parking facilities by joint use of one or more sites where the total number of spaces provided are less than the sum of the total required for each business should they provide them separately. When considering a request for such a permit, the Council shall not approve such an interim use permit except when the following conditions are found to exist:

Subd. 1. Entertainment Uses. Up to fifty percent of the parking facilities required for a theater, bowling alley, dance hall, bar, or restaurant may be supplied by the off-street parking facilities provided by types of uses specified as primarily daytime uses in Subdivision 4 below.

Subd. 2. Night Time or Sunday Uses. Up to fifty percent of the off-street parking facilities required for any use specified under Subdivision 4 below as primary daytime uses may be supplied by the parking facilities provided by the following night-time or Sunday uses; auditoriums incidental to a public or parochial school, churches, bowling alleys, dance halls, theaters, bars, restaurants or apartments.

Subd. 3. School Auditorium and Church Uses. Up to eighty percent of the

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parking facilities required by this section for a church or for an auditorium incidental to a public or parochial school may be supplied by the off-street parking facilities provided by uses specified under Subdivision 4 below as primarily daytime uses.

- Subd. 4.** Daytime Uses. For the purpose of this section the following uses are considered as primarily daytime uses: banks, business offices, retail stores, personal service shops, household equipment or furniture shops, clothing or shoe repair or service shops, manufacturing, wholesale, and similar uses.
- Subd. 5.** Proximity. The building or use for which application is being made to utilize the off-street parking facilities provided by another building or use shall be located within 300 feet of such parking facilities.
- Subd. 6.** Conflict in Hours. 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.
- Subd. 7.** Written Consent and Agreement. A legally binding instrument, executed by the parties concerned, for joint use of off-street parking facilities, approved by grantors or lessors, and approved in form and manner of execution by the City Attorney, shall be filed with the City Clerk and recorded with the Wright County Recorder or Registrar of Titles, and a certified copy of the recorded document shall be filed with the City within 60 days after approval of the joint parking use by the City.

46.08 Off-Site Parking.

- Subd. 1.** Interim Use. Any off-site parking which is used to meet the requirements of this Ordinance shall be an interim use permit as regulated by Section #11 (Interim Use Permits) of this Ordinance and shall be subject to the conditions listed below.
1. Code Compliance. Off-site parking shall be developed and maintained in compliance with all requirements and standards of this Ordinance.
 2. Access. Reasonable access from off-street parking facilities to the use being serviced shall be provided.

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3. Lessee Agreement Required. The site used for meeting the off-site parking requirements of this Ordinance shall be secured by a lease agreement between the parties, with terms approved by the City Council subject to the review and approval of the City Attorney, filed with the City Clerk and recorded with the Wright County Recorder or Registrar of Title, and a certified copy of the recorded document shall be filed with the City Clerk within 60 days after approval of the agreement by the City Council.
4. Proximity to Multiple Family Dwelling. Off-site parking for multiple family dwellings shall not be located more than 100 feet from any normally used entrance of the principal use serviced.
5. Proximity for Non-Residential Uses. Off-site parking for non-residential uses shall not be located more than 300 feet from the main entrance of the principal use being served. No more than one main entrance shall be recognized for each principal building.
6. Term of Parking Agreement. 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.

46.09 Deferment of Required Parking. A reduction in the number of required parking stalls may be permitted by Interim Use Permit provided that:

Subd. 1. Evidence is provided demonstrating that the parking requirements of the proposed use will be less than the parking required under Section #46.06 (Number of Spaces Required), during the peak demand period. Factors to be considered when reviewing the proposed parking demand shall include, but not be limited to:

1. Size, type, and use of building.
2. Number of employees.
3. Projected volume and turnover of employee and/or customer traffic.

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4. Projected frequency and volume of delivery or service vehicles.
5. Number of company owned vehicles.
6. Storage of vehicles on site.

Subd. 2. In no case shall the amount of parking provided be less than one-half of the amount of parking required by Ordinance.

Subd. 3. The property owner can demonstrate that the site has sufficient property under the same ownership to accommodate the expansion of the parking facilities to meet the minimum requirements of Section #46.06 (Number of Spaces Required), if the parking demand exceeds on-site supply.

Subd. 4. On-site parking shall only occur in areas designed and constructed for parking in accordance with these provisions of this Section. The area reserved as "proof of parking" shall be sodded or seeded and maintained as green space or a recreational area. No permanent buildings shall be permitted in the "proof of parking" area.

Subd. 5. The property owner shall record a restrictive covenant against the title to the property providing that additional parking shall be constructed in accordance with Section #46.06 (Number of Spaces Required), if the site parking demand exceeds the actual on-site parking supply in the sole opinion of the City. The form of the restrictive covenant shall be approved by the City Attorney before the issuance of the interim use permit.

Subd. 6. To qualify for a parking deferment, the site plan must comply with all current zoning standards.

Subd. 7. Application for and approval of a Interim Use Permit for deferment of required parking shall also be subject to the provisions of Section #11 (Interim Use Permits) of this Ordinance.

46.11 Access Drives and Access.

Subd. 1. Access drives may not be placed closer than 5 feet from any side or rear lot line. The number and types of access drives onto major streets may be controlled and limited in the interests of public safety and efficient traffic flow.

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- Subd. 2.** Access drives onto county roads shall require a review by the county engineer. The county engineer shall determine the appropriate location, size, and design of such access drives and may limit the number of access drives in the interest of public safety and efficient traffic flow.
- Subd. 3.** Access drives to principal structures which traverse wooded, steep, or open field areas shall be constructed and maintained to a width and base material depth sufficient to support access by emergency vehicles. The Zoning Administrator shall review all access drives (driveways) for compliance with accepted community access drive standards. All driveways shall have a minimum width of 10 feet with a road strength capable of supporting emergency and fire vehicles.
- Subd. 4.** All lots or parcels shall have direct adequate physical access for emergency vehicles along the frontage of the lot or parcel from either an existing dedicated public roadway, or an existing private roadway approved by the City Council.

Amendment History of this Section

Amended May 16, 2006 (R2006-17). Effective Date: February 21, 2007. Amended Section 46.04, Subd. 1 H, Section 46.06 Subd. 9 (Funeral Homes); Amended Section 46.06 Subd. 13 (Manufacturing, etc.); Amended Section 46.06, Subd. 16 (Multiple family); Amended Section 46.06, Subd. 21 (Restaurants); Amended Section 46.06, Subd. 27 (Single and Two Family); Added Section 46.06, Subd. 27.1 (Central Business District).