



City of Grand Forks  
 Staff Report  
 Planning & Zoning Commission - May 6, 2026  
 City Council - May 18, 2026

| Item 4-2 (Preliminary) - Ordinance Amendment   |  |
|--|--|
| <b>Title:</b> Ordinance to amend Section 18-0302 of the Grand Forks City Code relating to Off-Street Parking and Loading |  |
| <b>Location:</b> NA  |  |
| <b>Current Legal Description:</b> NA   |  |
| <b>Proposed Legal Description:</b> NA  |  |
| <b>Applicant:</b> City Planning & Comm Dev Dept.   | <b>Owner:</b>  |
| <b>Prepared By:</b> Andrea Edwardson, Planning Manager   | <b>Submitted By:</b> Ryan Brooks, Director of Planning & Community Development |
| <b>Purpose:</b> To update and modernize off-street parking regulations found in 18-0302                                  |  |

| Staff Recommendation  |
|---|
| <b>Staff recommends approval of the Ordinance to amend Section 18-0302 of the Grand Forks City Code relating to Off-Street Parking and Loading.</b> |

| Application Status  |
|---|
| <b>May 6, 2026 - Planning and Zoning Commission Recommended Action:</b>                   |
| <b>May 18, 2026 - City Council Action:</b>  |
| <b>June 3, 2026 (Public Hearing) - Planning and Zoning Commission Recommended Action:</b> |
| <b>June 15, 2026 (Public Hearing) - City Council Action:</b>                              |

| Consistency with 2050 Land Use Plan |
|-------------------------------------|
|-------------------------------------|

The changes proposed to 18-0302 Off-Street Parking align with the following [2050 Land Use Plan Priorities](#):

- Economic Goal 1, Objective B: Reinvent underutilized commercial space in the community to take advantage of the 'highest and best use'.
- Transportation Goal 3, Objective A: Ensure zoning regulations and development review processes promote compact development patterns and support all modes of transportation.
- Housing Goal 2, Objective B: The City will not constrain housing supply with unnecessary regulation and will ensure regulations allow housing types that families can buy or rent.

Parking Lots as Areas to Activate (Page 44 of LUP2050)

- Converting underutilize parking spaces, and amending code to allow such things, to buildable areas increases tax base opportunity and provides a highest and best use of the land.

Planning & Zoning for Housing Affordability (pg 49 of LUP2050)

- 'Relaxing or eliminating off-street parking requirements that increase building costs and create inefficient use of space' is a means of supporting housing affordability efforts.

### **Background and Discussion**

Off-street parking section of code has been identified as an area in need of updating for a number of years through a variety of efforts:

- 2050 Land Use Plan update (approved in 2022) found that our parking counts to be high and barriers to both housing and development in general (see consistency table summary above for more specific references).
- 2024 Lot Test where staff conducted an analysis to determine if the housing types permitted in the various residential districts could actually be built using the districts building requirements. Results found that while R-3 and R-4 districts permit up to 16+ units per acre, only a triplex of 1-bedroom unit types could actually meet the district standards on a traditional 50x140 lot. Parking was the primary barrier in allowing the higher permitted uses of triplexes, quad-plexes from actually being built.
- 2025 Code Audit of Residential Districts – AARP-ND submitted and won an application for Grand Forks to participate in their Liveable Communities Technical Assistance Program. Jet Planning, the awarded consultant, conducted a thorough audit of our districts in terms of how they best support multiple housing choice type options, particularly for Missing Middle types. The audit came back with strong recommendations to reduce parking counts as current standards are high compared to national best practices as well as by regional peers.
- Staff have seen an increase in parking variance requests by developers, citing regional peers are less.

Benefits of Updating:

- Right-sizing parking requirements to allow for more buildable lot area.

- Additional buildable area allows for higher property tax generation per parcel.
- Right-sizing parking ensures the high cost of park (\$8500/stall) is not overbuilt and meets the needs of the property being developed.
- Right-sizing parking and allowing more buildable area results in increased environmental benefit as building runoff is typically cleaner and easier to treat than parking lot runoff.
- Introducing industry-best practices like shared parking, Traffic Demand Management, and other elements puts Grand Forks in a better position to compete for new development and modernizes our requirements.

#### Process

- Planning Staff have met 9 times over the past 14 months with PZ Commission Sub-committee members, Alex Reichert, Ben Matson, and Andrew Budke, in order to draft the current proposed code.
- Project Outline roughly progressed through initial Peer Community Review, review and education of Industry best practices, Field Observations, Preliminary Draft production, Public Input Process to create the current proposed draft.
  - o Peer Community Review compared Grand Forks standards to West Fargo, Fargo, Minot, Mandan, and Bismarck.
  - o Industry standard review and education involved compiling best practices from national resources including American Planning Association, Urban Land Institute, and Institute of Transportation Engineers (ITE) Parking Generation Manual to narrow down what practices make the most sense for our community.
  - o Field Observations were conducted at various multi-family and commercial complexes to determine current usage and potential impacts.
  - o Preliminary draft was compiled with guidance from sub-committee direction.

#### Major Changes Proposed in Draft

- Right-sized parking formulas for common uses based on peer community standards and field observations.
  - o Inclusion of referencing nationally acceptable resources for determining formulas for less common uses like the ITE parking generation manual.
- Parking Maximum requirements for some, not all, uses. Maximums create a ceiling of how much a development can install above the minimum, ensuring land is prioritized for building versus cars.
- Parking Studies are to be required for complex situations in which simple use formulas do not support.
- Alternative locations permitted with conditions – current code requires all off-street parking to be located on principal lot. Industry and peer standards allow for shared parking, off-site lots (must be within 300ft of principal use), and counting on-street parking stalls for housing parcels containing 4 units or less and on local roads.
- Developers or owners may request further alternatives or reductions (up to 30% of required) by submitting a detailed business plan as well as how the following options will be used to

provide a functional parking solution. Evaluation criteria provided within proposed code to determine if request is acceptable.

- Parking demand study by a licensed traffic engineer that indicates how uses proposed or site elements warrant reductions
- Demonstrated parking study – a ‘lite’ parking study for simple situations where in which a developer or owner may utilize an existing well-operating same situation in another location that functions with lower requirements (a common sense applies to apples review, without providing a costly engineered plan).
- Future construction of parking – owner or developer seeks to not construct all of required parking at initial build but agrees to leave land as green space for future construction should it be needed. City would determine need in future if negative impacts are occurring such as spilling into right of way or other such instances.
- Bicycle amenities are installed on sight with appropriate infrastructure (max 10% reduction can be requested)
- Transit amenities installed or adjacent to site with appropriate connections made (up to 5% may be requested)
- Traffic Demand Management (TDM) where in which employer or owner agrees to by policy regulate parking demand through establishing off-peak shift times, car pooling, bus passes, etc. Maximum of 25% may be requested for TDM policies).

#### Public Input Process

- December 2025-February of 2026, staff met with various stakeholder groups to present and gain feedback including Grand Forks Economic Development Corporation, Grand Forks East Grand Forks Chamber of Commerce, Forx Builders Association, Bike/Ped Greenway Advisory Group, Downtown Development Association Board, Greater Grand Forks Apartment Association as well as a developer, engineer, banker and investor group. All groups were in favor of opening up opportunities for additional buildings on existing lots and businesses as well as potential property tax revenue possibilities. Developers were supportive of the changes and allowing more buildable area to support combating currently difficult financing conditions. Apartment Association property managers reported having excess parking in some complexes that goes unused and adds unnecessary annual operations costs to maintain and remove snow from.
- In January, the City conducted an online public input survey regarding public perception of parking availability throughout the city. As expected the respondents stated that they would like additional parking. This was an expected result as most surveys find the general public would like more parking and closer parking to the front door.
- Recognizing the push pull of perception versus construction and maintenance costs, staff feels the proposed changes will not result in negative externalities or put properties in a situation where they do not have enough parking. Grand Forks community (outside of downtown) is used to free parking being readily available and the desire to not reduce parking requirements is a natural outcome. However the financial benefit of right-sizing counts to still meet needs without abundant open spaces is significant enough for bringing forward the drafted code update.

Staff is recommending approval of the proposed Off-street parking code update.

#### **Findings of Fact**

- Multiple sources have found current parking requirements to be onerous and burdensome, triggering a review and update to 'right-size' requirements of developments.
  - Sources include 2050 Land Use Plan, city staff lot test of current City Grand Forks Land Development Code (Chapter 18) standards, Consultant-led Code Audit, and private developer/owner requests.
- Update includes right-sizing minimum parking requirements for common uses, establishes maximum limits for some uses, allows for alternative parking solutions to be accepted for approval based upon sufficient documentation and justification, and outlines administrative and Commission/Council approval scenarios.
- Proposed code amendment is intended to be easier to understand and enforce for staff and property owners.
- Ordinances and code amendments require preliminary and final approvals by P&Z and City Council.

#### **Attachments**

- Presentation – Summary of Changes and Process
- Draft Ordinance with comments indicating changes
- [2050 Land Use Plan](#)



**18-0302**  
**OFF STREET PARKING &  
LOADING UPDATE**

PLANNING & COMMUNITY  
DEVELOPMENT DEPT.  
APRIL 1, 2026



# AGENDA

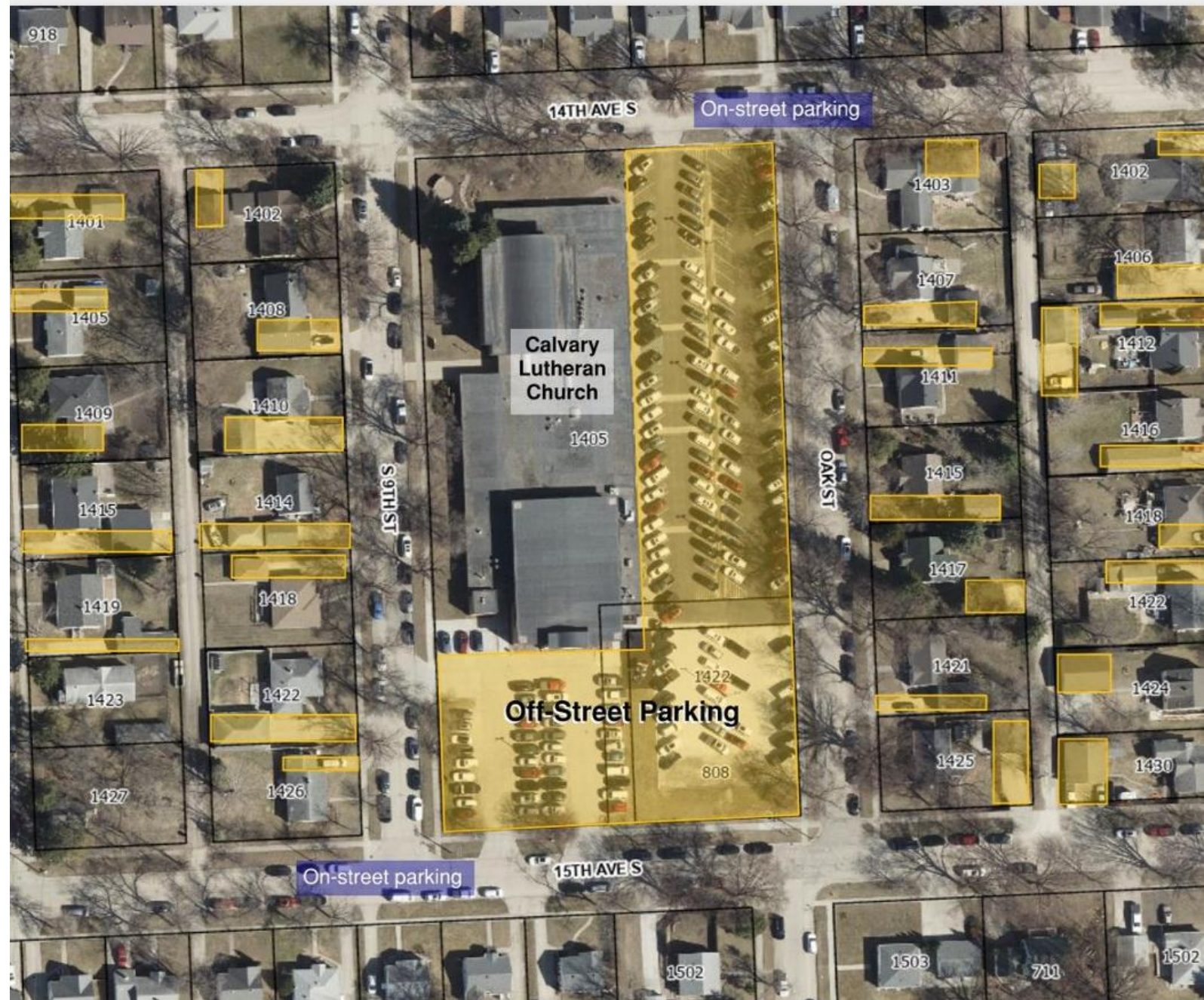
- What it is?
- Why the update?
- Process
  - Quantitative – Peer Reviews, National standards, field observations
  - Drafted Changes
  - Qualitative – Public Input Process
- Final Product & Approvals



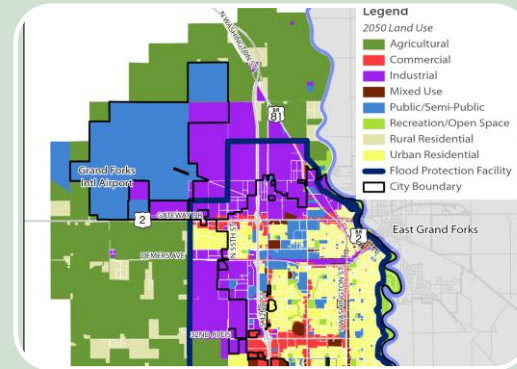
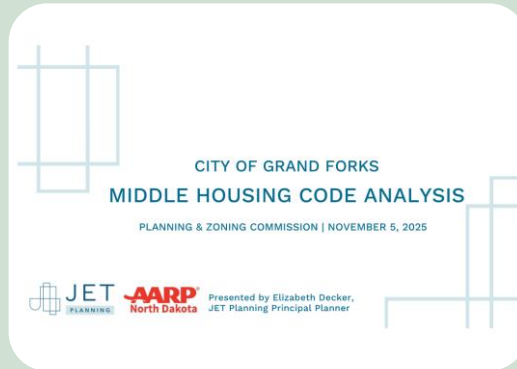
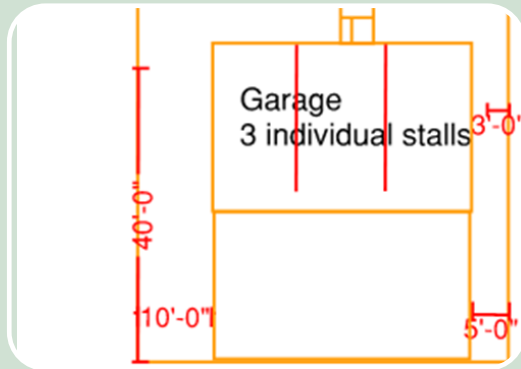
# OFF-STREET PARKING

Private parking spaces are required by all properties and uses.

Different than on-street parking:  
Public parking on public roads.



# WHY WE'RE UPDATING THIS SECTION



## 2024 Lot Tests

Can someone actually build what code permits? Can someone build a 4-plex in the R4 district?

Results = No.

Use is permitted but design standards like setback, impervious and parking prevent it.

## 2025 Code Audit

Emphasized parking as major barrier for constructing new housing.

## 2050 Land Use Plan

Same findings as code audit. Parking counts are high compared to national and regional peers. Barrier to housing and economic growth.

## Applicant Requests

Developers and designers have increased requests to vary code or provide creative alternatives.

# BENEFITS TO RIGHT SIZING PARKING

## Less parking = more building space on a lot

- Increases affordability for housing and businesses

## Increased property tax-ability

- More built to spread taxes across community, lessens tax burden on individuals

## Financial / economic development benefits

### ■ Parking isn't cheap to build:

- Surface parking stall construction ~**\$7,500/stall**
- Land consumption+ concrete + storm water collection/cleaning requirements, more if ponds are required.
- Structured parking - \$35-\$40,000/stall

## Environmental benefits

- Less lot runoff = better enviro (runoff from buildings is typically cleaner than water through parking lot)



## Project Info

|                             |    |               |
|-----------------------------|----|---------------|
| Project Cost (2021)         | \$ | 14,632,845.00 |
| Residential Units           |    | 80            |
| Commercial sf               |    | 13893         |
| Est. Cost per Parking Space | \$ | 8,500.00      |

## Analysis

|                            |    |              |
|----------------------------|----|--------------|
| Spaces required (old code) |    | 237          |
| Parking cost (old code)    | \$ | 2,014,500.00 |
| as % of total project cost |    | 13.77%       |
| Spaces required (new code) |    | 187          |
| Parking cost (new code)    | \$ | 1,589,500.00 |
| as % of total project cost |    | 10.86%       |

**Net difference in spaces required** **50**

**Total cost savings** **\$ 425,000.00**

**as % of project cost** **2.90%**

|   |    |          |
|---|----|----------|
| Total savings per residential unit        | \$ | 5,312.50 |
| Annual Savings per res. unit over 20 yrs. | \$ | 265.63   |
| Monthly                                   | \$ | 22.14    |

# SOCO – MIXED USE

4177 S COLUMBIA RD



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# PROJECT TEAM

## Sub-Committee Members



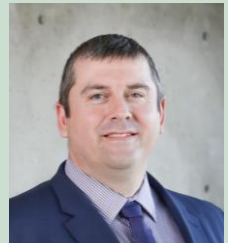
**Alex Reichert**

Vice President PZ Commission, Lawyer,  
Reichert Law Office



**Andrew Budke, AIA**

Project Architect, JLG Architects



**Ben Matson**

Senior Project Manager, Construction  
Engineers

## Planning Division Staff

**Ryan Brooks**, Director

**Andrea Edwardson**,  
Planning Manager

**Sierra Johnson**, Planner

**Haylie Grasser**, Planner

# PROCESS



## Peer Community Review



## Industry Standards

- ITE Parking Generation Manual
- American Planning Association
- Urban Land Institute



## Field Observations



## Preliminary Draft

- Right sizing formulas
- Provide close proximity off-site options with conditions
- Provide admin approval for requests to adjust by developers



## Public Input Process

- Various community boards and groups (4 meetings – 6 organizations)
- Public Survey



## Final Draft

- Sub-cmte approved
- P&Z / City Council presentation & approvals



| Use  | Grand Forks   | West Fargo   | Fargo   | Minot   | Mandan   | Bismarck  |
|--|---|--------------|---|---|--|---|
| Nursing Homes/Convalescents  | 1 per 6 beds + 1 per employee on the largest shift + 1 per staff member and Dr. | 1 per 4 beds |   | 1 per 6 beds + 1 per employee on the largest work shift | 1 per 2 beds + 1 per each employee                         | 1 per 4 rooms + 1 per employee on the largest shift |
| Elderly Housing  | 0.7 spots per unit  |              |   | .5 per unit   | 1 per 2 beds + 1 per each employee                         | .65 per unit  |
| Group Homes  | 4 spaces +  |              | 1 per 100 sq ft of sleeping area  | .75 per room + 1 per 4 persons to max occupancy         |  |   |
| Mobile Homes   | 2 per unit  |              |   | 2 per unit  | 1 per space + 1 per add. Family permanently living in home |   |
| Multi-family -including townhomes (duplexes, triplexes, and quad-plexes) |   |              |   | 2 spaces per unit                                       |  |   |
| Multi-Family Duplexes  |   |              |   |   |  |   |
| Guest Parking  |   |              | .33 per unit for structures with 6 or less, OR .25 per unit for structures 7+ units |   |  |   |
| Efficiency   | 2 spaces  | 1 per DU     | 1.25 per DU   | 1 per DU  | 400 sq ft or less - 1 space                                | 1 per DU  |
| 1 Bedroom  | 2 spaces  | 1 per DU     | 2 per DU  | 1.5 per DU  | 2 per DU   | 1 per Du  |
| 2 Bedroom  | 2.25 spaces   | 2 per DU     |   | 2 per DU  | 2 per DU   | 2 Per DU  |
| 3 Bedroom +  | 1 per room  | 2 per DU     |   | 2.5 per DU  | 2 per DU   | 2 per DU  |
| Den  | 1 space when part of 2+ beds  |              |   |   |  |   |
| Rv Park  | 1.5 spaces per site   |              |   | 1 per site  |  |   |
| Single Family  |   |              |   |   |  |   |
| 3 Bedrooms or less   | 3 spaces  | 3 per DU     | 3 per DU  | 3 per DU  | 3 per DU   | 3 Per DU + 1 per ADU                                |

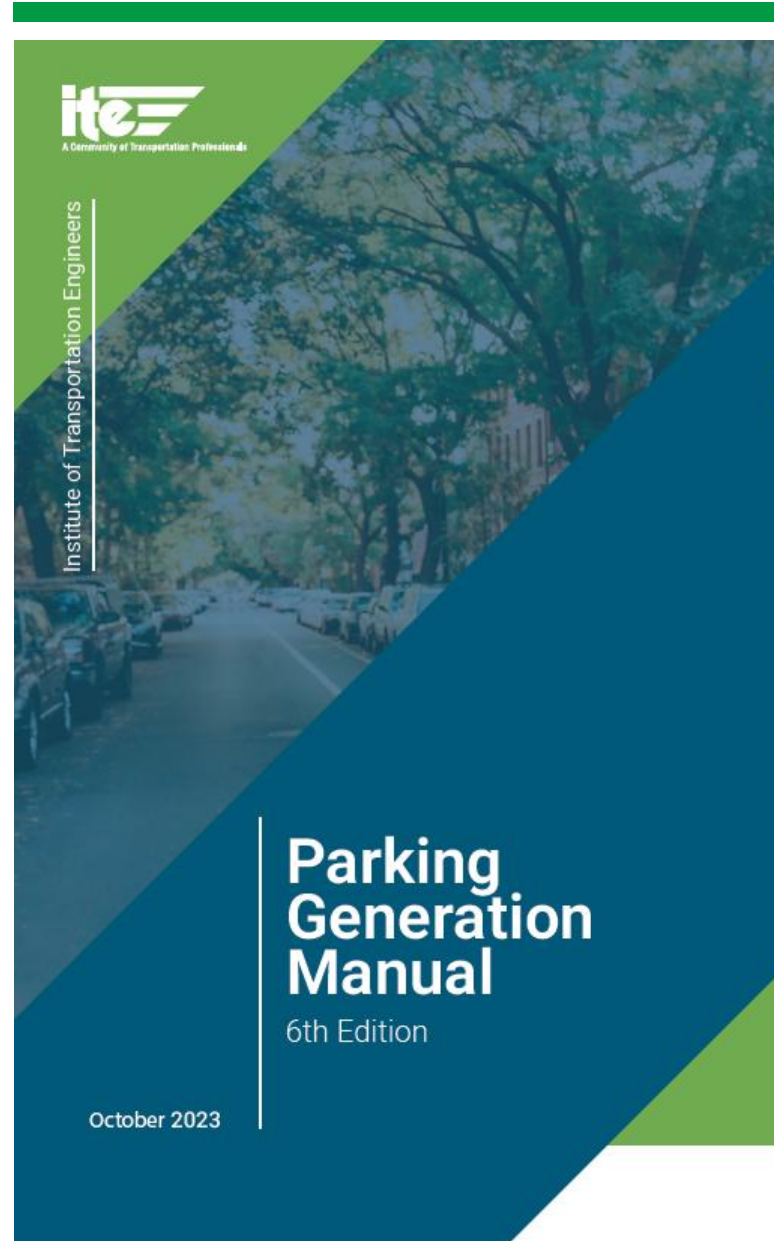
PEER  
COMMUNITY  
REVIEW

# INDUSTRY STANDARDS

INSTITUTE OF TRANSPORTATION ENGINEERS (ITE)

AMERICAN PLANNING ASSOCIATION

URBAN LAND INSTITUTE (ULI)



## PARKING POLICY REFORM

### Types of Off-Street Parking Policy Updates

Since the 1940s, many cities have required new developments to provide a set number of off-street parking spots, but research has shown that these requirements can lead to an oversupply of parking.

Cities across the United States (and beyond) are updating parking policies to better manage existing parking supply, reduce traffic, cut pollution, and lower development costs.

#### Selected Trends Influencing Parking Reforms

- **Historically high construction costs**—particularly in dense urban areas—are contributing to housing unaffordability, especially when the high costs of building on-site parking are factored in.
- **Changing shopping preferences, along with over-retailing**, are leaving acres of parking lots at many shopping malls and retail power centers vacant.
- **The popularity of human-powered transportation**, such as walking and bicycling, along with the growth of delivery services and the availability of shared mobility services—such as Lyft, Uber, and car-sharing services—is reducing the need for individuals to own—and park—cars.

The U.S. has approximately 2 billion parking spaces, but only 250 million cars.

**THAT'S 8 PARKING SPACES PER CAR.**



- **Advances in technology** are promoting more management of the existing parking supply by us technology that shares the location of available s real-time dynamic pricing, and helps make share options easier.
- **An increased focus by municipalities on s livability, and social equity** and a growing b research show that many current parking requir development patterns that increase traffic conges to air pollution, raise housing costs, prevent wall penalize those without automobiles.<sup>1</sup>



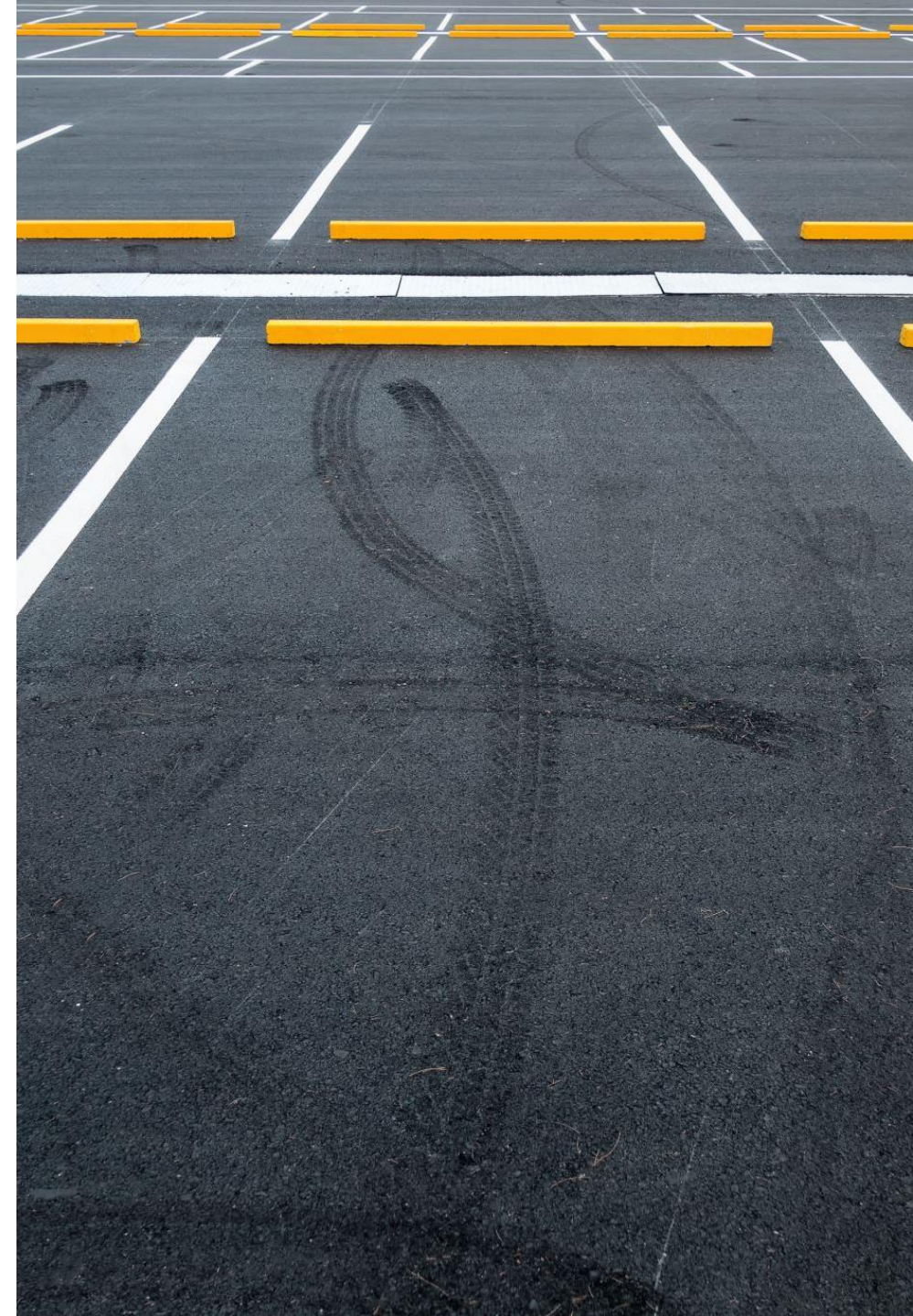
# FIELD OBSERVATIONS



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# PRELIMINARY DRAFT MAJOR CHANGES SUMMARIZED

- Right Sized Formulas and established schedules for uses not listed
  - Maximum Parking limits for some uses
- Off-site, Shared parking, on-street for low density residential options added
- Added flexible alternative options with admin approval up to 30%, PZ approves anything over
  - Bicycle, Transit, Traffic Demand Management, Demonstrated Parking Study, Full Engineer designed Parking Study
- Streamlined parking design table and ADA requirements



# RIGHT-SIZED FORMULAS SCHEDULES FOR USES NOT LISTED

- Schedule A: Parking Formulas for most common uses based on peer communities and industry standards.
  - Established Parking Maximums for some uses
  - Parking Maximums: Max allowed to be constructed.
    - Maximums emphasize building improvements (& taxable improvements) on lot over parking.
    - Double minimum requirement for most.
    - Requests to increase max allowed are to be reviewed & Approved by P&Z.
- Schedule B: If use isn't listed in A, sched. B allows for Director to make similar-use determination utilizing uses listed in Schedule A or ITE Parking Generation Manual.
- Schedule C: intended for uncommon uses that have widely varying parking demand characteristics, making it impossible to specify a single off-street parking standard. Requires a study that City reviews and approves.

| Residential               |  |  |                  |
|---------------------------|--|--|------------------|
| Use                       | Use Further Defined  | Minimum Number of Spaces Required                          | Maximum Required |
| e-Family Occupied         | Detached, attached (one unit/lot)  | 2  | No Maximum       |
|                           | Mobile home  | 2 per unit   | No Maximum       |
| Family or Family Occupied | Every single- or two-family dwelling being placed into use for rental purposes, in whole or in part, after the 17th day of January, 2006, shall provide one (1) off-street parking space for each bedroom in the dwelling. |  | No Maximum       |
| Family **                 | Efficiency & Studio  | 1.25 per unit  | No Maximum       |
|                           | 1 Bedroom  | 1.5 per unit   | No Maximum       |
|                           | 2 Bedroom  | 2 per unit   | No Maximum       |
|                           | 3 Bedroom+   | 2.5 per unit   | No Maximum       |
| Group Living              | Group homes  | 0.5 per room, plus 1 per employee on largest shift         | No Maximum       |
|                           | Nursing Homes/Assisted Living  | 1 per 6 patient beds, plus 1 per employee on largest shift | No Maximum       |
|                           | Senior Housing **  | 0.5 per unit   | No Maximum       |
| Special Housing           | Recreational Vehicle (R.V.) park   | 1.5 per site   | 2 per site       |

for affordable housing projects. Minimum parking requirements may be reduced by 20 percent if 20 percent of the dwelling units are restricted in occupancy to residents of 55 years of age or older, or if the units are income-restricted for a period of at least 30 years to households earning 80% or less of the Department of Housing and Urban Development Area Median Income for Grand Forks, North Dakota.

| Institutional |                     |                     |
|---------------|---------------------|---------------------|
| Use           | Minimum Requirement | Maximum Requirement |

# RESIDENTIAL REQUIREMENTS

- ☑ Multi-Family – Updated last Fall due to pending projects

## Single-Family

- Current Requirements
  - 3 beds or less – 2 stalls
  - 4 beds or more – 3 stalls
  - Rentals – 1 per bedroom
  - Code Audit, peer community reviews, industry standards – all indicate these are **HIGH** requirements and **barriers to housing**.

Staff & Subcmte had lengthy discussions on reducing.

- 1 per unit (industry standard) – consensus too low
- 2 per unit – good fit for owner occupied units (and is proposed change), concerns about Rentals going lower.

## SF Rental discussion

- Keep area around UND and north end (where highest concentrations of SF/low density rentals exist) at 1 per bedroom; Reduce rentals in other parts of town to 2 per unit.
  - 2 per unit is peer community standard, code audit encourages 2 per unit to encourage more supply.
- Final draft does NOT propose a rental parking code change. Staff & subcmte felt rental parking should be included in an overall rental program discussion.
  - Low density residentials are in high demand and code changes needed to encourage more. However, best to look at all elements at one time.

## Demographic Trends

More people look to transition from renting apartment, to renting a home prior to purchasing a home.

**Average Age of First Time Homebuyers:  
40 years old in 2025**  
(Natl Assoc. Realtors)



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# ALTERNATIVE LOCATIONS PERMITTED WITH CONDITIONS

## Off-Site Lots

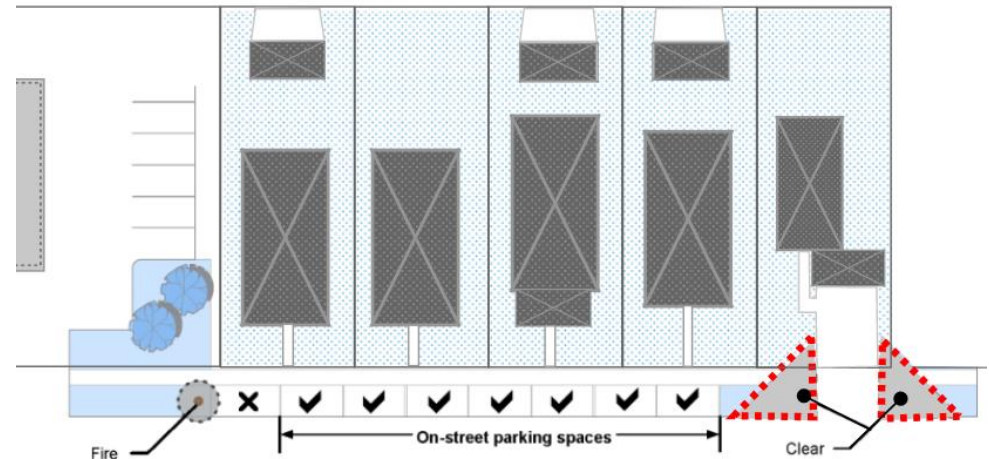
- A developments required parking maybe located on a separate lot (300ft) from the principal use.
  - Existing example – parking lot across the street from Purpur Arena.

## Shared Parking

- Parking maybe shared by two or more buildings/uses, given the use peak times are not conflicting. (300ft within principal building)
  - Existing example – United Lutheran Church and Phoenix Elementary School parking

## Low Density Housing – 4 units or Less

- May count on-street as part of required parking. 25ft in front of property, can't count in front of fire hydrants, sight triangles for driveways, driveways themselves.



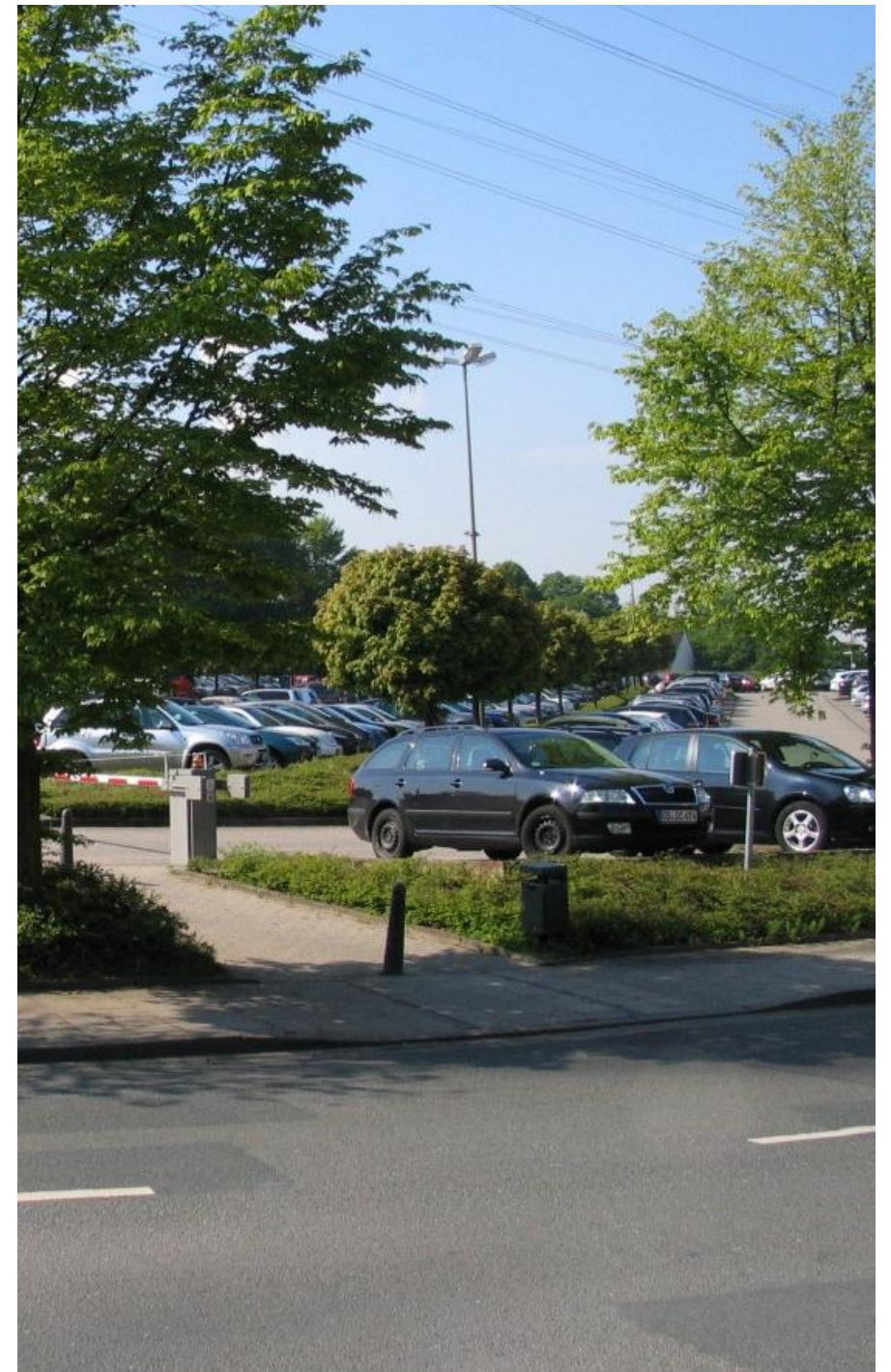
# ALTERNATIVE OPTIONS FOR REQUESTING REDUCTIONS

Industry standards is to include parameters for developers or owners to request parking modifications.

These options can be utilized by developer with staff able to approved a request up to 30% of the required parking. PZ to approved anything above.

- Parking Demand Study
- Demonstrated Parking
- Future Construction – “Land Banking”
- Bicycle Parking Amenities (up to 10% may be requested)
- Transit Amenities (up to 5% may be requested)
- Traffic Demand Management (up to 25% may be requested)

To request, applicant must submit business plan with expected impact to parking generation, how strategies above will work for their site. Evaluation criteria will be used to determine if request is approved and site operations can work.





## PUBLIC INPUT PROCESS

December – February, staff presented the proposed ordinance changes to the following groups:

- Bicycle , Pedestrian, and Greenway Advisory Group
- Downtown Development Association Board
- Focus Group with civil engineers. Developers, bankers, and investors.
- Greater Grand Forks Apartment Association
- Stakeholder meeting advertised to EDC, Chamber, and Forx Builders
- Generally, these groups were supportive of the proposed changes.

In January, the City distributed a public input survey regarding the public's perception of parking availability throughout the city.

- Respondents generally agreed that parking is sufficient in commercial areas and at owner-occupied single-family homes
- Residents of multi-family complexes were split regarding satisfaction with parking provided at their complexes
- Majority of respondents disagree that parking requirements should be reduced

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## Final Draft & Approvals

April PZ - Info Presentation

May 6 P&Z – Preliminary Action

May 18 CC – Preliminary Action

June 3 P&Z – Final Action

June 15 CC → July 6 CC – Final Action

**Questions? Comments?**

[cityplanner@grandforksgov.com](mailto:cityplanner@grandforksgov.com)



ORDINANCE NO. \_\_\_\_\_

An ordinance to amend Section 18-0302 of the Grand Forks City Code relating to Off-Street Parking and Loading;

Be it hereby ordained by the City Council of the City of Grand Forks, North Dakota, pursuant to the Home Rule Charter of the City of Grand Forks, North Dakota, that:

**SECTION I. AMENDING CLAUSE**

Section 18-0302 of the Grand Forks City Code relating to Off-Street Parking and Loading is hereby by amended as follows:

**18-0302. Off-street parking and loading.**

~~(1) *Permit required.* No off-street parking or loading facility shall be constructed without a permit for such construction having first been obtained from the office of the zoning administrator, which permit shall require compliance with the provisions of this section. Fees for such permits shall be determined in the same manner by which fees for building permits are determined.~~

**(1) *Purpose.* The purpose of this section is to regulate the quantity and design of off-street parking to:**

- (A) Mitigate against congestion generated by various land uses' vehicles parking in public rights-of-way and impacting adjoining properties;**
- (B) Prevent potential negative impacts of parking on traffic, stormwater, dust, heat, aesthetics, and public safety for adjoining properties and the community;**
- (C) Provide flexible methods for responding to the transportation and access demands of various land uses; and**
- (D) Encourage multi-modal transportation options and enhanced pedestrian safety.**

**(2) *Off-street parking and loading plan requirements for permits and installation.* A site plan shall be submitted and included with any building permit application that meets the standards of this section. The installation of the parking and loading shall be completed prior to the issuance of any final building permit (certificate of occupancy) of a building, except where allowed herein.**

- (A) Required site plan: Components to be submitted shall be drawn to scale and dimensioned showing off-street parking and loading spaces, signage, access, circulation pattern, lighting including orientation of lights, required landscaping, and any necessary storm water elements, in compliance with this chapter.**
- (B) When the installation of required parking cannot be completed in conjunction with site development due to seasonal constraints, the Building Official may issue a**

**Commented [AE1]:** Included new purpose statements to more clearly define why requirements are in place

temporary certificate of occupancy, subject to a date agreed upon by the property owner as to when the installation of the required parking will be completed, and accompanied by bond or cash escrow equal to one and one-half (1½) times the estimated cost of the required parking area and all associated elements. Cost estimate shall include all pavement, striping, signage, landscaping, and stormwater costs. This estimate shall be provided by a licensed contractor or equivalent, as determined by the Planning & Community Development Director (hereinafter referred to as "Director"). Release of the bond or cash escrow is conditioned upon satisfactory installation of the parking stalls, striping, signage, required landscaping, curb and gutter, and any related stormwater management requirements.

~~(2)~~(3) *General provisions:*

(A) **Applicability.** This section shall apply to all buildings and uses of land established after the effective date of this section.

**Commented [AE2]:** Included better clarification of when this section applies to developments

1. **New development.** The off-street parking and loading standards of this section apply to any new building constructed and to any new use established.
2. **Expansions and enlargements.** The off-street parking and loading standards of this section apply when an existing structure or use is expanded or enlarged by a floor area increase greater than 20 percent. Additional off-street parking and loading spaces will be required only to serve the enlarged or expanded area, not the entire building or use.
  - a. The parking and loading space provided for the existing use prior to the expansion may not be reduced below the minimum that is required.
  - b. The requirements of this chapter shall not apply when the building alteration reduces the area of any principal structure, nor shall the reduced structure be required to remove any parking that exists in a greater amount than is required after the reduction.
3. **Change of use.** Off-street parking and loading must be provided for any change of use or manner of operation that would, based on the requirements or alternatives provided herein, result in a requirement for more parking or loading spaces than the existing use.
4. **Striping modifications.** Changes to existing parking lot layouts require adherence to this section.

(B) **Required site plan:** Any application for a building permit or off-street parking or loading facility permit shall include a site plan or plot plan approved by the city planning director drawn to scale and dimensioned showing off-street parking and loading space, access and circulation pattern, and required landscaping to be provided in compliance with this chapter. **Required parking shall not be used for storage of goods or for storage of vehicles that are inoperable, for display or for sale.**

**Commented [AE3]:** Relocated to permits/plan submittal section above.

(C) Reduction and use of parking and loading space: Off-street parking and loading facilities existing at the effective date of this chapter shall not subsequently be reduced to an amount less than that required under this chapter for a similar new building or use. ~~Off-street parking facilities provided to comply with the provisions of this chapter shall not subsequently be reduced below the requirements of this chapter. Such required parking or loading space shall not be used for storage of goods or for storage of vehicles that are inoperable or for sale.~~

~~(3)(4) Design of parking and loading facilities. Each space shall contain approximately two hundred eighty-five (285) square feet per required space and a~~ Any parking lots or spaces required shall comply with design standards in Table 1 and **as depicted** in Diagram 1.

**(A) All off-street parking areas shall be designed so that vehicles do not utilize public right-of-way for circulation or back into the public right-of-way to exit parking areas.**

**(B) Pedestrian accommodations. Pedestrian walkways shall be provided between building entrances/exits and parking areas, sidewalks, multiuse paths, transit stops, and any other pedestrian destinations.**

**Commented [AE4]:** Included to provide more clear direction to provide pedestrian connections internal to sites and to public infrastructure.

**TABLE 1**  
**Parking Layout Required Minimum Dimensions (In Feet)**  
**For 9-Foot Stalls at Various Angles**

| Dimension                             | On-Diagram | Parking Angle |      |      |      |
|---------------------------------------|------------|---------------|------|------|------|
|                                       |            | 45°           | 60°  | 75°  | 90°  |
| Stall width, parallel to aisle        | A          | 12.7          | 10.4 | 9.3  | 9.0  |
| Stall length of line                  | B          | 25.0          | 22.0 | 20.0 | 18.5 |
| Stall depth                           | C          | 17.5          | 19.0 | 19.5 | 18.5 |
| Aisle width between stall line        | D          | 12.0          | 16.0 | 23.0 | 26.0 |
| Stall depth, interlock                | E          | 15.3          | 17.5 | 18.8 | 18.5 |
| Module, edge of pavement to interlock | F          | 44.8          | 52.5 | 61.3 | 63.0 |
| Module, interlocking                  | G          | 42.6          | 51.0 | 61.0 | 63.0 |
| Module, interlock to curb face        | H          | 42.8          | 50.2 | 58.8 | 60.5 |

|  |   |   |      |      |      |
|--|---|---|------|------|------|
| Bumper overhang (typical)                        | I | 2.0   | 2.3  | 2.5  | 2.5  |
| -Offset  | J | 6.3   | 2.7  | -0.5 | 0.0  |
| Unpaved side and rear yard setback               | K | All districts: 5 feet                               |      |      |      |
| Cross aisle, one-way                             | L | 14.0  | 14.0 | 14.0 | 14.0 |
| Cross aisle, two-way                             | — | 24.0  | 24.0 | 24.0 | 24.0 |
| Unpaved front yard setback except driveways      | M | All residential districts as required for buildings |      |      |      |
| Setback from principal building                  | N | R-3 and R-4 districts: 10 feet                      |      |      |      |
|  |   | -All nonresidence districts: 5 feet                 |      |      |      |
| Front lot line to drive (landscape area)         | O | All districts: 10 feet                              |      |      |      |
| Side and rear lot line to drive (landscape area) | P | All districts: 5 feet                               |      |      |      |

| Table 1   | Parking Angle  |      |      |
|---|--|------|------|
|   | 90°  | 60°  | 45°  |
| Stall width, parallel to aisle  | 9  | 10.4 | 12.7 |
| Stall length of line  | 18.5   | 22   | 25   |
| Stall depth   | 18.5   | 19   | 17.5 |
| Bumper overhang (not permitted with interlocking & sidewalk ADA access minimums to be maintained) | 2.5  | 2.3  | 2    |
| Stall depth, interlocking   | 18.5   | 17.5 | 15.3 |
| Drive aisle, one-way (no parking)   | 14   | 14   | 14   |
| Drive aisle, two-way  | 24   | 24   | 24   |
| Parking & drive aisle setback - front yard or adjacent to street right-of-way                     | 10 ft minimum or additional as required by 18-0309 Landscaping bufferyards, whichever is greater |      |      |
| Parking & drive aisle setback - side and rear yards   | 5 ft minimum or additional as required by 18-0309 Landscaping bufferyards, whichever is greater  |      |      |
| Setback from principal building   | R-3 and R-4 districts: 10 ft<br>All nonresidential districts: 5 ft                               |      |      |
| Internal sidewalk width   | 5 ft (more if against bumper overhang)   |      |      |
| Drive-thru  | 10 ft width min.   |      |      |
| Stacking spaces for drive-thru  | 10 ft wide, 20 ft long   |      |      |
| Structured parking  | Enclosed, structured parking may reduce stall dimensions to 8.5 ft width and 17.5 ft length      |      |      |

**Commented [AE5]:** Design table updated to reflect most commonly used elements as well as consolidated multiple one-off design references in one updated table.

TABLE 1 PARKING LOT DESIGN

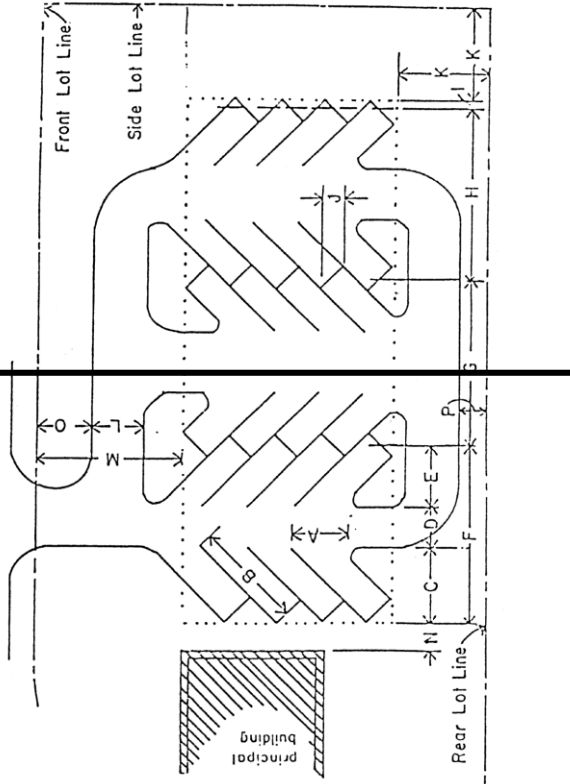
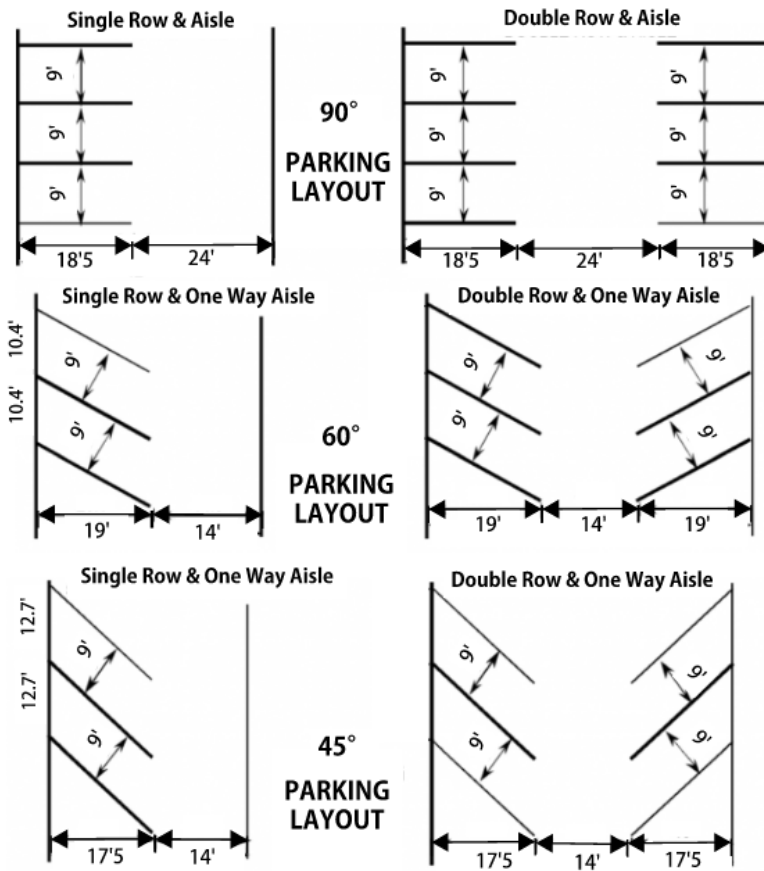


Table 1 Parking Lot Design

Diagram 1



~~(4) Accessible parking space requirements. All accessibility requirements under the Americans with Disability Act (ADA) that may be applicable must be complied with.~~

~~(A) Design requirements. If parking spaces are provided for self-parking by employees or visitors, or both, then accessible spaces shall comply with the design requirements shown below:~~

~~1. Location. Accessible parking spaces serving a particular building shall be located on the shortest route of travel from adjacent parking to an entrance. In parking facilities that do not serve a particular building, accessible parking shall be located on the shortest route of travel to a pedestrian entrance of the parking facilities. In buildings with multiple entrances with adjacent parking, accessible parking spaces shall be dispersed and located closest to the entrances.~~

~~2. Parking spaces. Accessible parking spaces shall be a minimum of eight (8) feet by eighteen and one-half (18.5) feet exclusive of aisle width. Each accessible parking space shall also have an adjunct access aisle at least five (5) feet wide. Two (2) accessible parking spaces may share a common access aisle. See drawing:~~

~~Parked vehicle overhangs shall not reduce the clear width of a route. Accessible parking spaces and access aisles shall be level with surface slopes not exceeding one and fifty-one hundredths (1.50) (2%) in all directions. One (1) in every eight (8) accessible spaces but not less than one (1), shall be served by an access aisle ninety-six inches wide minimum and shall be designated "van accessible."~~

~~3. Signage. Accessible parking spaces shall be designated by signage as required by NDCC, 39-01-15 site specific code. Spaces for vans shall have an additional sign "van accessible" mounted below the symbol of accessibility. Such signs shall be located so they cannot be obscured by a vehicle parked in the space.~~

~~(B) Accessible space requirements. Each parking area shall provide the accessible stalls as shown in the table below. Spaces required by the table need not be provided in the particular lot. They may be provided in a different location if equivalent or greater accessibility, in terms of distance from an entrance, cost and convenience can be insured.~~

| Total Parking in Lot | Required Minimum Number of Accessible Spaces |
|----------------------|--|
| 1 to 25              | 1  |
| 26 to 50             | 2  |
| 51 to 75             | 3  |
| 76 to 100            | 4  |
| 101 to 150           | 5  |
| 151 to 200           | 6  |
| 201 to 300           | 7  |

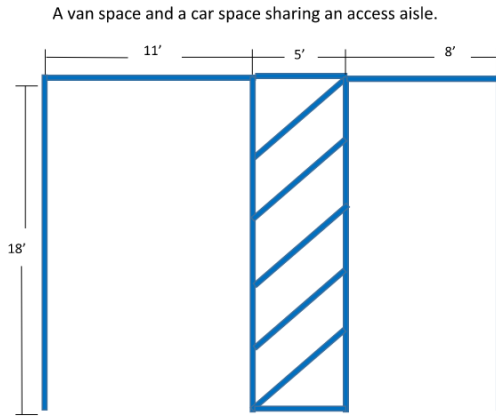
|                |                                   |
|----------------|-----------------------------------|
| 301 to 400     | 8                                 |
| 401 to 500     | 9                                 |
| 501 to 1,000   | 2 percent of total                |
| 1,001 and over | 20 plus 1 for each 100 over 1,000 |

(5) **Accessible parking space requirements.** Any facility offering parking for employees or visitors must provide accessible parking. No reductions or adjustments to ADA-mandated accessible spaces are permitted.

**Commented [AE6]:** ADA section updated to reflect current standards

(A) **Design requirements.** Accessible parking requirements must comply with the Americans with Disability Act (ADA) and the design requirements shown below:

1. **Location.** Accessible parking spaces serving a particular building shall be located on the shortest route of travel from adjacent parking to an entrance. In parking facilities that do not serve a particular building, accessible parking shall be located on the shortest route of travel to a pedestrian entrance of the parking facilities. In buildings with multiple entrances with adjacent parking, accessible parking spaces shall be dispersed and located closest to the entrances.
2. **Parking spaces.** Accessible parking spaces shall be a minimum of eight (8) feet by eighteen and one-half (18.5) feet exclusive of aisle width. Each accessible parking space shall also have an adjunct access aisle at least five (5) feet wide. Two (2) accessible parking spaces may share a common access aisle (see drawing below). Accessible spaces must be marked with blue paint on the curb or edge of the paved portion of the street or parking lot adjacent to the space.
  - a. Accessible parking spaces and access aisles shall be level with surface slopes not exceeding one and fifty one-hundredths (1.50) (2%) in all directions. One (1) in every eight (8) accessible spaces but not less than one (1), shall be served by an access aisle ninety-six (96) inches wide minimum and shall be designated "van accessible."



3. **Signage.** Accessible parking spaces shall be designated by signage as required by NDCC, 39-01-15. Spaces for vans shall have an additional "van accessible" sign mounted below the symbol of accessibility. An additional sign must indicate that unauthorized use of the space is a nonmoving violation for which a fee of \$100.00 must be imposed. The lowest sign is to be posted no lower than sixty (60) inches above the surface.



- (B) **Accessible space requirements.** Each parking area shall provide the appropriate number of accessible stalls, designed and striped as shown in Table 2 below:

| Table 2                    |   |                                 |
|----------------------------|---|---------------------------------|
| Parking spaces in facility | Total Number of Accessible Spaces                       | Number of Van Accessible Spaces |
| 1 to 25                    | 1   | 1                               |
| 26 to 50                   | 2   | 1                               |
| 51 to 75                   | 3   | 1                               |
| 76 to 100                  | 4   | 1                               |
| 101 to 150                 | 5   | 1                               |
| 151 to 200                 | 6   | 1                               |
| 201 to 300                 | 7   | 2                               |
| 301 to 400                 | 8   | 2                               |
| 401 to 500                 | 9   | 2                               |
| 501 to 1,000               | 2% of total   | 1 of every 6 or fraction of 6   |
| 1,001 and over             | 20 plus 1 for each 100, or fraction thereof, over 1,000 | 1 of every 6 or fraction of 6   |

(6) **Design of bicycle parking.** Where bicycle parking is provided, the following standards must be met:

- (A) **Location of bicycle parking.** Bicycle parking shall be located within 100 feet of a primary building entrance along a walkway adjacent to the building, or within an abutting parking area with a connection to a primary building entrance via a walkway.
  - 1. Bicycle parking may be provided within a building, but the location must be easily accessible to the anticipated user and appropriately signed.
- (B) **Bicycle parking design.** A fixed bicycle rack shall meet industry design standards, such as those of the Association of Pedestrian and Bicycle Professionals.
  - 1. The bicycle rack shall be placed on a dust-free, all-weather hard surface material.

**Commented [AE7]:** Bicycle parking standards that are required if seeking reduction option. Reduction and alternatives are discussed later on.

2. The bicycle rack shall be located so as to not interfere with pedestrian or motor vehicle traffic, with an aisle on at least one side of the bicycle parking space to allow for adequate access and maneuvering.

~~(5)~~(7) **Parking in Yards:**

- (A) Except as otherwise provided herein, no off-street parking shall be allowed upon any front yard in an R-1, R-2, R-3, R-4, or UD zone.
- (B) Off-street parking **and loading for one- and two-family residences in all residential districts are subject to the following:** ~~is allowed in an R-1 and R-2 zone and on any lot located in a UD zone utilized for one- and/or two-family residences provided:~~
  - ~~(1)~~1. No more than forty (40) percent of the front yard area may be utilized for parking or loading purposes;
  - ~~(2)~~2. All areas utilized for off-street parking or loading in the front yard must be hard surfaced with asphalt or concrete;
  - ~~(3)~~3. Off-street parking shall be constructed to be no closer than three (3) feet from a property line except upon the filing with the city of a written agreement between abutting property owners.

~~(C) No off-street parking or loading facility shall be located within ten (10) feet of any property line that abuts a street right-of-way.~~

~~(D) No off-street parking or loading facilities in a business or industrial district shall be located within ten (10) feet of any property line abutting a residential district.~~

~~(E)~~(C) Off-street parking or storage of vehicles, recreational vehicles, boats, trailers, personal watercrafts, and campers **is permitted only** in the rear yard of one- and two-family residential properties **and** shall be limited as follows:

- ~~(1)~~1. ~~On lots of seven thousand (7,000) square feet or less of lot area, no more than forty (40) percent of the rear yard shall be used for storage or parking.~~
- ~~(2)~~2. ~~On lots in excess of seven thousand (7,000) square feet of lot area, no more than forty (40) percent of the rear yard shall be for storage or parking.~~
- ~~(3)~~2. No more than three (3) of the items listed above may be stored on a lot outside of a fully enclosed building for more than one (1) week, except, however, the foregoing shall not apply to the following:
  - (a) Any vehicle parked or stored in conjunction with a temporary service benefiting the property.
  - (b) Any vehicle or item used in connection with an authorized construction site.
  - (c) Any vehicle or item used in connection with authorized public works construction or maintenance.

**Commented [AE8]:** Updates in this section are more clarifying in nature, no substantial changes made to existing code here.

**Commented [AE9]:** Removed (C) as it is in the design table already. Removed (D) as bufferyards require higher amount (15ft) between business/industrial and residential. Bufferyards mentioned in design table now as well.

**Commented [AE10]:** Removed 2 as it is the same percentage regardless of lot size.

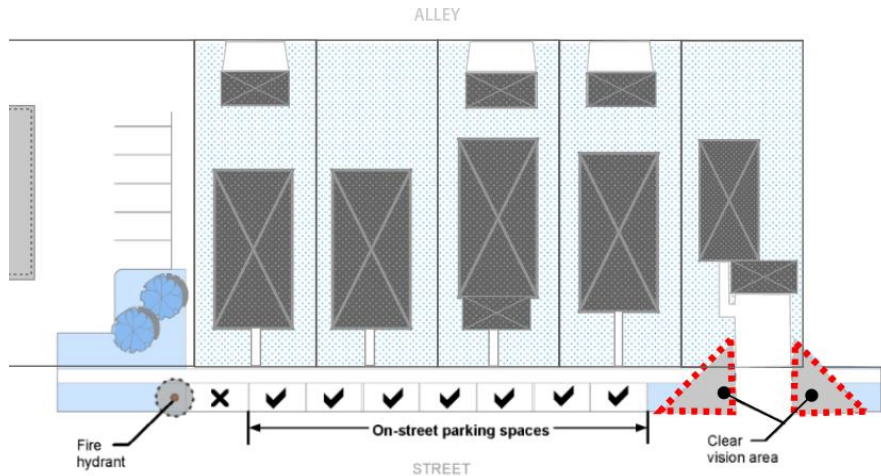
~~(6)~~(8) *Computing requirements:*

- (A) The number of parking spaces shall be determined by the use of the building area or portions of the building area. Any accessory uses such as bathrooms, hallways, kitchens and the like of which individually occupy ten (10) percent or less of the building area shall be computed on the same basis as the principal use; the amount exceeding ten (10) percent will not be used in computing parking requirements.
- (B) ~~Floor space shall mean gross floor area of the specific use.~~ **When there are multiple structures on a lot or multiple uses within a structure, parking shall be calculated separately for each different use area within a building or site, including all accessory uses, as a single sum for the site.**
- (C) Where fractional spaces **or calculations** result, the parking spaces required shall be construed to be the nearest whole number.
- (D) ~~The parking space requirement for a use not specifically mentioned herein shall be the same as required for a use of similar nature as determined by the zoning administrator.~~ **Where applicable, sufficient space to park all company-owned or leased vehicles including passenger automobiles, trucks, tractors, trailers, and similar company-owned motor vehicles, must be provided on-site or by approved alternative locations as described in section 18-0302(11) or 18-0302(12) in addition to the required off-street parking.**
- (E) For **residential developments featuring four (4) dwelling units or fewer, one parking space for each twenty-five (25) uninterrupted linear feet of available street frontage of a local roadway usable for on-street parking directly adjacent to the parcel may be deducted from the number of off-street parking spaces required for the site. The width of drive access, designated non-parking areas, sight triangles, and similar circumstances may not be considered as available for the purpose of on-street parking space (see Diagram 2 below).**
  - 1. Each on-street parking space may be counted only once, even if there are multiple buildings or tenants on the lot.
  - 2. If on-street parking is later removed by the City or state, and the remaining parking does not meet the minimum required number of spaces, the site shall be considered conforming to the requirements of this section.

**Commented [AE11]:** Relocated term reference to Schedule A section, before table for easier reference.

**Commented [AE12]:** Including an opportunity for small-scale residential properties to be able to count on-street stalls in front of their properties towards required parking counts. This has become an industry standards as a way of making housing more affordable.

Diagram 2



**Commented [AE13]:** Diagram is meant to show which on-street stalls may be counted and which may not due to driveway sight lines, fire hydrants, etc.

~~(7)~~(9) *Fences and planting screens.* Off-street parking and loading areas adjoining residential districts shall provide a bufferyard as required by section 18-0309.

~~(8)~~(10) *Access:*

- (A) Parking and loading space shall have proper access from a public right-of-way.
- (B) The number and width of access drives shall be so located as to minimize traffic congestion and abnormal traffic hazard. No driveway in R-3, R-4, R-5, U-D residence districts and all business and industrial districts shall be closer than fifty (50) feet from any right-of-way line of a street intersection. In A-1, A-2, R-1, R-2, and R-M districts, the minimum shall be fifteen (15) feet.

1. Driveway locations in relation to right-of-way lines shall be in accordance with section 18-0907 in all districts.
2. The number of driveways and their widths shall be in accordance with section 16-0505 in all districts.

(C) Vehicular access to business uses across the street from property in R-1, R-2, R-M, U-D, and PUD—One-and two-family residences, shall be prohibited.

~~(9)~~ *Location of parking facilities.* Required off-street parking spaces shall be provided on the same lot as the principal building or use, except where otherwise provided for in this section. Any area within twenty (20) feet of the front of the drive-in garage doors may not be used to satisfy any portion of the parking requirements.

**Commented [AE14]:** Removed access language as it conflicts with other sections of code. Referenced the relevant sections of code instead for Subdivision regs (dictates spacing of driveways) and Chapter 16 (Dictates number of driveways and their widths). These updates allow for consistent enforcement and design.

**Commented [AE15]:** Removed as alternatives proposed in the following section permits off-site locations as well as shared parking opportunities.

~~(10) Combined parking facilities:~~

- ~~(A) Combined or joint parking facilities serving different districts shall not be permitted except:
  1. Limited combined or joint parking facilities may be located, constructed and used within and for buildings or uses in R-3, R-4, and U-D residence districts, provided that such parking facility is on an adjoining lot and the plan for such facility is approved by the planning and zoning commission.
  2. Limited combined or joint parking facilities may be located, constructed and used within and for buildings or uses in B-1, B-2, B-3 and B-4 business districts, provided that such facility is on an adjoining lot and the plan for such parking facilities is approved by the planning and zoning commission.
  3. Limited combined or joint parking facilities may be located, constructed and used within and for buildings or uses in I-1 and I-2 industrial districts, provided that such facility is on an adjoining lot and the plan for such parking facility is approved by the planning and zoning commission.~~
- ~~(B) All limited combined or joint parking facilities authorized hereunder shall provide the total number of parking spaces as the sum of the requirements for each building or use being served thereby.~~
- ~~(C) All limited, combined or joint parking facilities or adjoining parking facilities on separate lots as authorized and constructed adjacent to a common lot line separating two (2) or more parking areas are not required to observe the parking area setback from such common lot line.~~

**(11) Off-site parking.** Required parking spaces may be located on a separate lot from the lot on which the principal use is located if the off-site parking complies with all the following standards.

- (A) Adequate and safe pedestrian access is provided to and from parking areas. No off-site space shall be more than three hundred (300) feet from the subject principal use property to the edge of off-site parking lot.**
- (B) At least one (1) sign shall be posted in the parking area identifying the off-site use served by the parking area.**
- (C) In the event that an off-site parking area is not under the same ownership as the principal use served, a written agreement is required. An attested copy of the plan and agreement between the owners of record must be submitted to the Planning & Community Development Department. The agreement must be recorded with the Grand Forks County Recorder's Office before the issuance of a building permit for any use to be served by the off-site parking area.**

**(12) Shared use parking.** Parking spaces required by this section may be shared by two or more buildings, uses, or properties if the uses have different operating hours or peak business hours, subject to the following:

- (A) Shared parking allowed by this section shall not be separated from the uses or buildings where it is unreasonable to expect people to park in those areas due to distance or traffic and shall not exceed a distance of three hundred (300) feet from the entrance to the building or use served by the parking lot or structure.
- (B) If different operating or peak business hours are not clear, a parking study shall be submitted by the applicant from a qualified traffic engineer to the Director in order to consider approval.
- (C) A shared parking plan will be enforced through written agreement among all owners of record. An attested copy of the agreement between the owners of record must be submitted to the Director. The agreement must be recorded with the Grand Forks County Recorder's Office before the issuance of a building permit for any use to be served by the off-site parking area.

~~(11)~~**(13) Exemptions from parking regulations.**

- (A) Establishments in any district which have paid an assessment for the provision of off-street city parking lots shall be exempt from the provisions of this subsection which refers to off-street parking.
- (B) ~~If the current parking regulations cannot be met as a result of the replacement of an existing structure, a twenty (20) percent exception on the total parking requirement will be allowed up to a maximum of fifty (50) stalls. The applicant will be required to pay for each stall according to the following formula:~~

|                     |  |
|---------------------|--|
| $PEC = N (Cc + Pc)$ |  |
| PEC                 | = Parking Exception Cost   |
| Pc                  | = Property cost: Estimated cost of 285 square feet of property in development area as determined by the city assessing department                  |
| Cc                  | = Construction cost: Construction cost of 285 square feet of parking space (6" Portland concrete) as determined by the city engineering department |
| N                   | = Number of stalls considered for exception  |

~~Upon payment of the parking exception cost (PEC) based upon the herein described formula to the city by the applicant in cash, such property shall be exempt from the strict provisions of this subsection which refer to off-street parking. The money paid by the applicant shall go into an account to be used for street maintenance.~~

- (C) ~~The city planning and zoning commission may reduce the total parking spaces required by up to five (5) percent, if the developer provides the needed~~

**Commented [AE16]:** Removed as it is an unused and out-dated method.

accommodations for transit facilities and vehicles; and a reduction of up to three (3) percent of the total parking spaces required may be permitted by the planning and zoning commission if the developer provides bicycle racks and bicycle access to his property.

**(14) Adjustments to baseline off-street parking requirements.**

**(A) An applicant for a site plan, building permit, or certificate of occupancy who wishes to provide fewer parking spaces than the baseline range of required parking described in Schedules A, B, or C herein, shall provide a signed, written Statement of Baseline Parking Adjustment to the Director, containing the following information:**

- 1. A description of the proposed use, including any design or operational aspects expected to impact the generation of vehicle parking.**
- 2. If the applicant is requesting a reduction below the minimum number of spaces specified in section 18-0302(17), the applicant shall identify one or more strategies from subsection B below that will be used to reduce the number of parking spaces required, accompanied by any necessary documentation. The applicant may propose other strategies for reduction not listed below, provided adequate proof is offered to demonstrate the viability of the reduction strategy.**
- 3. If the Director estimates, based on information provided by the applicant, that the need for vehicle parking will exceed three hundred (300) spaces, the Director may require a detailed parking study conducted by a qualified licensed engineer.**
- 4. The Director shall determine whether to fully or partially adjust the baseline parking based on the information provided and evaluation criteria described in subsection C below.**

**(B) The following strategies can be implemented to receive parking requirement reductions:**

- 1. Parking demand study. A parking demand study that demonstrates that the need for parking is lower than that required by 18-0302(17) may be submitted.**
  - a. The parking demand study shall be prepared by a traffic engineer or similarly qualified professional and shall estimate parking demand for the proposed use based on the recommendations of the Institute of Traffic Engineers, Urban Land Institute, American Planning Association, or other acceptable source of parking demand data for uses of comparable activities, scale, bulk, area, and location.**
- 2. Demonstrated parking. Demonstrated parking may include evidence of similar uses and locational situations operating successfully with lower amounts of parking, evidence that the uses proposed will have a high rate of parking**

**Commented [AE17]:** Relocated and updated in the adjustments section below.

**Commented [AE18]:** Alternatives section that has become an industry standard as a way for staff and Commission to work with a developer to find the best solution for projects of various scales.

Various elements include percent caps to ensure reasonable adjustments are requested.

turnover, or evidence that the characteristics of the proposed occupants are likely to lessen parking demand, such as senior living facilities.

3. **Future construction of required parking.** The Director may approve a “proof-of-parking” plan which allows for a portion of the required parking to be omitted from initial construction of the building by demonstrating that the minimum number of required parking spaces can be accommodated on the property and meet setback requirements. The plan must demonstrate that all other applicable ordinances can be met if the full amount of required parking were to be constructed. The area for future parking must be maintained as green space (sodded with grass or natural plant materials). Any changes to use and/or building size could invalidate the approval of the proof-of-parking plan. Proof-of-parking plan reserves the right of the Director to require installation of the additional parking spaces.
4. **Bicycle parking.** Providing bicycle parking facilities on-site may encourage the use of transportation alternatives, and reduce the need for vehicle parking.
  - a. The baseline parking may be reduced by one space for every three (3) bicycle spaces provided on the parcel, up to a maximum of ten (10) percent of the total required, subject to the bicycle parking standards of section 18-0302(6).
5. **Transit availability.** Sites with convenient transit access and facilities to encourage their use may reduce the need for vehicle parking.
  - a. The baseline parking may be reduced by up to five (5) percent of total required when there is fixed-route transit line within three hundred (300) feet of the site at the time of development.
6. **Traffic Demand Management (TDM).** TDM is a set of internal policies, programs, and tools utilized by property owners that may incentivize lower demand for parking among employees, residents, or visitors.
  - a. The baseline parking may be reduced up to twenty-five (25) percent if the Statement of Baseline Parking Adjustment includes a signed commitment from the property owner or business operator to implement programs such as:
    - i. **Posting and distribution of information.** The distribution and posting of information from rideshares, transit agencies, and other sources of alternative transportation.
    - ii. **Flexible or remote work arrangements.**
    - iii. **Off-peak work hours.** Employers that institute off-peak work schedules, allowing employees to arrive at times other than the peak morning

commute period. The peak morning commute period is defined as 7:30 to 8:30 a.m.

- iv. Carpool and/or vanpool programs with preferential parking for registered carpool or vanpool vehicles.
- v. Financial incentives. The provision of cash or in-kind financial incentives for employees commuting by carpool, van pool, transit, or other alternative modes of transportation.
- vi. Other policies or programs with demonstrated success in reduction of parking demand.

- b. The Statement of Baseline Parking Adjustment must provide a detailed description of how the proposed program is expected to account for the requested reduction in parking spaces.

(C) Evaluation criteria. The Director and/or Planning & Zoning Commission shall base the decision to approve a Baseline Parking Adjustment or Parking Study on any combination of the following criteria:

- 1. The proposed reduction of off-street parking facilities below the minimum baseline level will be sufficient to meet the anticipated demand for parking generated by the use(s) on the site for one or more of the following reasons:
  - a. The site is in an area with elevated levels of pedestrian, cycling, and/or transit usage and is designed to encourage such modes of transportation.
  - b. There are unique characteristics of the particular use proposed, relative to uses in this category generally, that would reduce the demand for parking.
  - c. The operator of the use and owner of the property have committed to instituting transportation demand management strategies, as outlined in the "Statement of Baseline Parking Adjustment," that would reduce demand for parking.
  - d. Parking will be shared between uses with offset times of peak parking demand on the site or on nearby properties to allow more efficient use of spaces.
  - e. The site is an adaptive reuse of an older structure with limited capacity for parking, and the proposed use meets anticipated parking demand to the greatest extent feasible, while maintaining the site in productive use.
  - f. The proposed parking reduction strategy aligns with the purpose of this chapter as described in section 18-0302(1).

(D) Approvals of adjustments.

1. **Parking reductions of up to thirty (30) percent of total stalls required may be approved by the Director administratively, utilizing the alternatives and evaluation criteria herein.**
  2. **Parking reductions of greater than thirty (30) percent may be approved by the Planning & Zoning Commission, utilizing the alternatives and evaluation criteria herein.**
- (E) **Adjustments to maximum baseline requirements. All requests to increase off-street parking facilities above the maximum baseline level of spaces shall be brought to the Planning & Zoning Commission for review.**
1. **Adjustments may be considered for one or more of the following reasons:**
    - a. **There are unique characteristics of the particular use(s) proposed, relative to uses in this category generally that would augment the demand for parking.**
    - b. **Any potential negative impacts of the excess parking will be adequately mitigated by the development.**
    - c. **Alternative uses of the excess parking area are proposed on a temporary basis, such as special events, temporary booths, or product displays, that would not meet the use conditions of this section.**

~~(12)~~(15) ***Construction and maintenance.***

- (A) In all districts, except as otherwise provided herein, required off-street parking areas and access drives leading from the public right-of-way shall be paved and provided with proper surface drainage.
1. In I-2 districts that are not within a corridor overlay district as provided for in section 18-0224, heavy equipment and trailer circulation areas, storage areas, and laydown yards, not including required parking areas and access drives leading to it, may consist of crushed concrete or similar material approved by the ~~city planner~~ **Director**.
    - a. Circulation areas, storage areas, laydown areas, shall not be within fifteen (15) feet of any property line. The area between the circulation areas, storage areas and laydown yards and the property line shall be landscaped as provided for in section 18-0309.
  2. For those areas where an access drive from a paved public right-of-way enters a loading or storage area that is not paved, a paved entrance of fifty (50) feet, or such other equivalent means to catch gravel or sediment prior to entering the public right-of-way, is required.

- (B) In all districts, except as otherwise provided herein, standard concrete curb and gutter is required for parking lot areas and access drives leading to parking areas from a public right-of-way.
- (C) In all districts except I-2 districts, landscaping shall be protected from vehicular traffic by standard concrete curb and gutter.
- (D) In I-2 districts, standard concrete curb and gutter is not required for parking areas or drives unless the property is located within the corridor overlay district as provided for in section 18-0224.
- (E) When located in an I-2 district and in the corridor overlay district as provided for in section 18-0224, standard concrete curb and gutter, and pavement is required for all parking lot elements, to also include heavy equipment and trailer circulation areas, storage areas, and laydown areas that are within four hundred (400) feet of the corridor overlay district.
- (F) Appeals to the parking lot construction requirements for I-2 properties in the corridor overlay district shall be as provided for in section 18-0224(5)(e).
- (G) The operator of the principal building or use shall maintain parking and loading areas, access drives, and yard areas in a neat and adequate manner so that they are accessible.

~~(13)~~(16) **Lighting.** All off-street parking facilities shall provide adequate lighting to ensure the safe operation of motor vehicles and the safety of pedestrians. ~~Prior to installation of any such exterior lighting or substantial modification thereto, an exterior lighting plan shall be submitted to the traffic engineer for determination as to whether the requirements of this section have been met.~~ Lighting shall be directed away from the public right-of-way and nearby or adjacent residential districts.

**Commented [AE19]:** Lighting information is provided on site plans already. Current practice is to not ask for a separate plan that is reviewed separately.

~~(14)~~(17) **Off-street parking requirement schedules.** ~~Off-street parking areas of sufficient size for patrons, customers, suppliers, visitors, and employees shall be provided for residential and nonresidential uses on the premises as specified below. The minimum size of each parking stall shall be nine (9) feet by eighteen and one-half (18.5) feet, exclusive of aisle width for open area parking lots. The minimum size of each parking stall shall be eight and one-half (8½) feet by seventeen and one-half (17½) feet for enclosed parking such as parking garages and parking ramps.~~

**Commented [AE20]:** Design dimensions included in parking design table already.

~~Reference herein to "employee(s) on the largest shift" means the maximum number of employees employed at the facility, regardless of the time period during which this occurs and regardless of whether any such person is a full-time employee. The largest work shift may be a particular day of the week or a lunch or dinner period in the case of a restaurant.~~

~~The term "capacity" as used herein means the maximum number of persons which may be accommodated by the use as determined by its design or by fire code regulations, whichever is greater.~~

**Commented [AE21]:** Relocated terms to schedule A section.

~~(A) Agricultural:~~

~~Nursery or tree farms: One (1) space per employee on the largest shift, plus one (1) per company vehicle, plus one (1) space per five hundred (500) square feet of floor area of inside sales or display.~~

~~(B) Residential:~~

- ~~1. Bed and breakfast: One (1) parking space for each one (1) lodging room.~~
- ~~2. Boarding and lodging houses: One (1) parking space for each one (1) person for whom sleeping accommodations are provided.~~
- ~~3. Convalescent or nursing homes: One (1) space per six (6) patient beds, plus one (1) space per employee on the largest work shift, plus one (1) space per staff member and visiting doctor.~~
- ~~4. Dormitory: One (1) parking space for each three (3) beds.~~
- ~~5. Elderly housing: Seven tenths (0.7) space per unit.~~
- ~~6. Fraternity and sorority houses: One (1) parking space for each two (2) beds.~~
- ~~7. Group homes: No less than four (4) parking spaces; provided, however, that in addition sufficient undeveloped spaces shall be provided for additional parking as necessary to comply with parking requirements in the zoning district in which the group home is located in the event the use of the property shall change after construction of the group home.~~
- ~~8. Mobile home: Two (2) spaces per mobile home unit.~~
- ~~9. Multifamily (including townhomes):
  - ~~Efficiency and one (1) bedroom: Two (2) off-street spaces.~~
  - ~~Two (2) bedrooms: Two and one quarter (2.25) off-street spaces.~~
  - ~~Three (3) bedrooms or more: One (1) off-street space per bedroom.~~
  - ~~Dens: One (1) additional off-street space per non-sleeping room/dens when part of a two (2) or more bedroom unit.~~~~
- ~~10. Recreational vehicle (R.V.) park: One and one half (1.5) spaces per site or dwelling unit.~~
- ~~11. Single-family:
  - ~~Three (3) bedrooms or less: Two (2) off-street spaces.~~
  - ~~Four (4) bedrooms or more: Three (3) off-street spaces.~~~~
- ~~12. Every single or two-family dwelling being placed into use for rental purposes, in whole or in part, after the 17th day of January, 2006, shall provide one (1) off-street parking space for each bedroom in the dwelling.~~

**Commented [AE22]:** Parking calculations have been updated, removed, and/or reformatted into an easier to reference table below.

~~(C) Institutional: Institutional uses, except as specifically designated herein: One (1) space per three (3) patrons to the maximum capacity, plus one (1) space per employee on the largest work shift.~~

~~*Other institutional uses:*~~

- ~~1. *Churches:* One (1) space per six (6) seats based on design capacity.~~
- ~~2. *Day care or nursery school:* One (1) space per teacher/employee on the largest work shift, plus one (1) off-street loading space per six (6) students.~~
- ~~3. *Libraries and museums:* One (1) space per two hundred fifty (250) square feet of gross floor area or one (1) space per four (4) seats to a maximum capacity, whichever is greater, plus one (1) space per employee on the largest work shift.~~
- ~~4. *Research, experimental, or testing:* One (1) off-street parking space for each employee on the major shift or one (1) off-street space for each five hundred (500) square feet of gross floor area within the building, whichever is greater.~~
- ~~5. *Schools:*~~
  - ~~(a) *Elementary and junior high:* One (1) space per teacher and staff member, plus one (1) space per two (2) classrooms.~~
  - ~~(b) *Senior high:* One (1) space per teacher and staff member on the largest work shift, plus one (1) space per five (5) nonbused students.~~
  - ~~(c) *University/college:* One (1) space per staff member on the largest work shift, plus one (1) space per two (2) students of the largest class attendance period.~~

~~(D) Commercial:~~

~~*Commercial uses, except as specifically designated herein:* One (1) space per one hundred fifty (150) square feet of gross floor area of customer sales and service, plus one (1) space per two hundred (200) square feet of storage and/or office gross floor area, or, if the use has at least one hundred thousand (100,000) square feet of gross floor area, five and one-half (5.5) spaces per one thousand (1,000) square feet of gross floor area.~~

~~*Other commercial uses:*~~

- ~~1. *Athletic club:* One (1) space per two hundred (200) square feet of gross floor area, plus one (1) space per employee on the largest work shift.~~
- ~~2. *Auditoriums and theaters:* One (1) parking space per four (4) seats.~~
- ~~3. *Banks:* One (1) space per two hundred (200) square feet gross floor area, and one (1) space per employee on the largest work shift, plus four (4) off-street waiting (loading) spaces per drive-in lane.~~

4. ~~Bars, taverns, dance halls, night clubs, and lounges: One (1) space per fifty (50) square feet of gross floor area, plus one (1) space per employee on the largest shift.~~
5. ~~Bowling alley: Five (5) spaces per lane, plus one (1) space per employee on the largest work shift.~~
6. ~~Car wash (full-serve): Ten (10) stacking spaces per bay, plus one (1) space per employee on the largest work shift.~~
7. ~~Car wash (self-serve): Four (4) stacking spaces per bay.~~
8. ~~Convenience (7-11), grocery, and gas/service: One (1) space per one hundred fifty (150) square feet of retail floor area.~~
9. ~~Fast food restaurants: One (1) space for fifty (50) square feet of gross floor area, plus five (5) off-street waiting spaces per drive-in lane, plus one (1) space per employee on the largest work shift.~~
10. ~~Funeral homes: One (1) space per four (4) patron seats or twenty-five (25) spaces per chapel unit, whichever is greater.~~
11. ~~Furniture and appliance stores: One (1) parking space for each three hundred thirty (330) square feet of gross floor area for first five thousand (5,000) square feet of gross floor area, and one (1) parking space for each five hundred (500) square feet of gross floor area over five thousand (5,000) square feet of gross floor area.~~
12. ~~Golf courses (nine and eighteen hole): Sixty (60) spaces per nine (9) holes, plus one (1) space per employee on the largest shift, plus fifty (50) percent of the spaces otherwise required for any accessory uses (e.g., bars, restaurants, etc.).~~
13. ~~Golf driving ranges: One (1) space per tee, plus (1) space per employee on the largest work shift.~~
14. ~~Grocery or supermarket: Seven (7) spaces for one thousand (1,000) square feet of gross floor area.~~
15. ~~Hospitals: One (1) space for each one (1) hospital bed, plus one (1) space for each two thousand (2,000) square feet of gross floor area, plus one (1) parking space for each employee on the largest shift.~~
16. ~~Hotel or motel: One (1) space per room or suite, plus one (1) space per every three (3) employees on largest work shift, plus one (1) space per three (3) persons to a maximum capacity of each public meeting and/or banquet room, plus fifty (50) percent of the spaces otherwise required for accessory uses (e.g., restaurants, bars, etc.).~~
17. ~~Laundromat: One (1) parking space for each two (2) washing machines.~~

- ~~18. *Liquor store (off-sale):* One (1) parking space per four hundred (400) square feet of gross floor area.~~
- ~~19. *Miniature golf:* One and one-half (1.5) spaces per hole, plus one (1) space per employee on the largest work shift.~~
- ~~20. *Private clubs or lodges:* One (1) space per three (3) persons to the maximum capacity of the facility.~~
- ~~21. *Racquetball, handball courts:* Three (3) spaces per court, plus one (1) space per employee on the longest largest work shift.~~
- ~~22. *Repair services (excluding vehicles):* One (1) space per three hundred (300) square feet of gross floor area, plus one (1) space per employee on the largest work shift.~~
- ~~23. *Restaurants, cafes:* One (1) off-street parking space for each seventy-five (75) square feet of gross floor area.~~
- ~~24. *Shopping center:* Four and one-half (4.5) spaces for each one thousand (1,000) square feet of gross floor area, less mall or common area.~~
- ~~25. *Skating rink, ice or roller:* One (1) space per three hundred (300) square feet of gross floor area, plus pick-up and drop-off zones at one (1) space per three thousand (3,000) square feet of gross land area.~~
- ~~26. *Swimming facility:* One (1) space per seventy-five (75) square feet of gross water area, plus one (1) space per employee on the largest work shift.~~
- ~~27. *Tennis court:* Three (3) spaces per court.~~
- ~~28. *Vehicle repair and maintenance services (including salvage yards):* One (1) space per four hundred (400) square feet of gross floor area, plus one (1) space per employee on the largest work shift.~~
- ~~29. *Vehicle sales and service (boats, cars, trucks, trailers, R.V.s, implement, etc.):* Six (6) parking spaces, plus one (1) parking space for each five hundred (500) square feet of gross floor area over one thousand (1,000) square feet.~~

~~(E) Office:~~

~~*Office uses except as specifically designated herein:* Five (5) spaces, plus one (1) space for each three hundred (300) square feet of gross floor area.~~

~~*Other office uses:*~~

- ~~1. *Beauty and barber shops:* Three (3) spaces per operator or one (1) space per one hundred (100) square feet of gross floor area, whichever is greater, plus one (1) space per employee on the largest work shift.~~

2. ~~Medical offices: Three (3) spaces per doctor, plus one (1) space per employee on the largest work shift.~~

~~(F) Industrial:~~

1. ~~Light industrial uses except as specifically designated herein: One (1) space per employee on the largest work shift or one (1) space for each two thousand (2,000) square feet of gross floor area, whichever is greater, plus one (1) space per company vehicle regularly stored on the premises.~~

~~Other light industrial uses:~~

~~(a) Mini-warehouse: One (1) space per ten (10) storage cubicles, plus two (2) spaces per manager's residence.~~

~~(b) Small or large animal veterinary clinic: Three (3) spaces per doctor, plus one (1) space per employee on the largest work shift.~~

~~(c) Warehouse: One (1) off-street space for each two (2) employees on the major shift or one (1) space for each two thousand (2,000) square feet of gross floor area, whichever is greater, plus one (1) space for each company vehicle regularly stored on the premises.~~

2. ~~Heavy industrial: One (1) space per employee on the largest shift, plus one (1) space per company vehicle normally left on the premises.~~

**(A) Schedule A. Schedule A shows the off-street parking requirements for the uses listed.**

1. Existing parking that exceeds a maximum limit. Properties that exceed maximums at time of section adoption shall be permitted to maintain the additional parking. The property owner may remove excess parking, but shall not be required to do so.

2. Minimum and maximum parking requirements.

a. The number of required parking spaces provided within the range of the minimum and maximum (if applicable) are provided in Table 3 below. Headings within the table are intended for ease of reference; some uses may occur in other districts. For example, veterinary clinics are permitted in agricultural, commercial and industrial districts.

b. Terms included in table:

"Per employee(s) on largest shift" means the maximum number of employees employed at the facility, regardless of the time period during which this occurs and regardless of whether any such person is a full-time employee. The "largest shift" may be a particular day of the week or a lunch or dinner period in the case of a restaurant.

"Capacity" as used herein means the maximum number of persons who may be accommodated by the use as determined by its design or by fire code regulations, whichever is greater.

"sf" means square foot.

"gfa" means gross floor area.

"Stacking spaces" mean drive-thru waiting spaces.

| Residential   |   |  |                     |
|---|---|--|---------------------|
| Use   | Use Further Defined   | Minimum Number of Spaces Required                          | Maximum Requirement |
| Single-Family Owner Occupied  | Detached, attached (one unit/lot)   | 2  | No Maximum          |
|   | Mobile home   | 2 per unit   | No Maximum          |
| Single-Family or Two-Family Renter-Occupied   | Every single- or two-family dwelling placed into use for rental purposes, in whole or in part, after January 17, 2006, shall provide 1 off-street parking space for each bedroom in the dwelling. |  | No Maximum          |
| Multi-Family **   | Efficiency & Studio   | 1.25 per unit  | No Maximum          |
|   | 1 Bedroom   | 1.5 per unit   | No Maximum          |
|   | 2 Bedroom   | 2 per unit   | No Maximum          |
|   | 3 Bedroom +   | 2.5 per unit   | No Maximum          |
| Group Living  | Group homes   | 0.5 per room, plus 1 per employee on largest shift         | No Maximum          |
|   | Nursing Home/Assisted Living Facility   | 1 per 6 patient beds, plus 1 per employee on largest shift | No Maximum          |
|   | Senior Housing **   | 0.5 per unit   | No Maximum          |
| Other Housing   | Recreational Vehicle (RV) Park  | 1.5 per site   | 2 per site          |
| ** Affordable housing projects: Minimum parking requirements may be reduced by 20 percent if at least 25 percent of the dwelling units are restricted in occupancy to residents of 55 years of age or older, and/ |   |  |                     |

**Commented [AE23]:** All formulas were derived from comparing national standards (ITE Parking generation manual, American Planning Association material) as well as regional peer communities (Grand Forks, Fargo, Bismarck, Minot, West Fargo, Mandan).

**Commented [AE24]:** Keeping date as originally approved for Rentals as this date is used when determining any grandfathered properties.

or income-restricted for a period of at least 30 years to households earning 80% or less of the Department of Housing and Urban Development Area Median Income for Grand Forks, ND.

| <b>Institutional</b>                     |   |   |
|--|---|---|
| <b>Use</b>                               | <b>Minimum Requirement</b>                                      | <b>Maximum Requirement</b>                                    |
| Elementary or junior high school         | 1 per teacher and staff member, plus one 1 per 2 classrooms     | No Maximum  |
| Senior high school                       | 1 per teacher and staff member, plus 1 per 5 non-bused students | No Maximum  |
| Church                                   | 1 per 6 seats based on design capacity                          | 2 per 6 seats based on design capacity                        |
| Day care or nursery school               | 1 per 6 children  | No Maximum  |
| <b>Agricultural</b>                      |   |   |
| <b>Use</b>                               | <b>Minimum Requirement</b>                                      | <b>Maximum Requirement</b>                                    |
| Veterinary clinic (small & large animal) | 3 per doctor, plus 1 per employee on largest shift              | 6 per doctor, plus 2 per employee on largest shift            |
| Animal services<br>Kennel                | 1 per employee on largest shift                                 | 2 per employee on largest shift                               |
| <b>Commercial</b>                        |   |   |
| <b>Use</b>                               | <b>Minimum Requirement</b>                                      | <b>Maximum Requirement</b>                                    |
| Athletic club                            | 1 per 350 sf of gfa   | 2 per 350 sf of gfa   |
| Bank                                     | 1 per 350 sf of gfa, plus 4 stacking spaces per drive-in lane   | 2 per 350 sf of gfa, plus 6 stacking spaces per drive-in lane |
| Bar                                      | 1 per 100 sf of gfa   | 2 per 100 sf of gfa   |
| Car wash (full-service)                  | 6 stacking spaces per bay                                       | No Maximum  |
| Convenience, 7/11-gas/service            | 1 per 150 sf of retail floor area                               | 2 per 150 sf of retail floor area                             |

|  |  |   |
|--|--|---|
| Fast-food restaurant   | 1 per 150 sf of gfa, plus 7 stackings spaces per drive-in lane   | 2 per 150 sf of gfa, plus 12 stackings spaces per drive-in lane |
| Grocery or supermarket   | 1 per 250 sf of gfa  | 2 per 250 sf of gfa   |
| Hotel or motel   | 1 per guest room + 50% of the spaces otherwise required for accessory uses (e.g., restaurants, bars, etc.) | No Maximum  |
| Liquor store (off-sale)  | 1 per 500 sf of gfa  | 2 per 500 sf of gfa   |
| Restaurant/café  | 1 per 100 sf of gfa  | 2 per 100 sf of gfa   |
| Self-storage   | 1 per employee   | 2 per employee  |
| Shopping center  | 1 per 300 sf of gfa  | 2 per 100 sf of gfa   |
| Vehicle sales & service  | **1 per 400 sf of gfa + 2 stacking spaces per service bay  | **2 per 400 sf of gfa + 4 stacking spaces per service bay       |
| <b>**Outdoor sales/inventory areas not included in calculation or required to meet parking dimension standards</b> |  |   |
| Office   | 1 per 400 sf of gfa  | 2 per 400 sf of gfa   |
| Medical/dental/eye care office   | 1 per 250 sf of gfa  | 2 per 250 sf of gfa   |
| <b>Industrial</b>  |  |   |
| Use  | Minimum Requirement  | Maximum Requirement   |
| Light & heavy industrial uses  | 1 per employee on largest shift  | No Maximum  |

- (B) Schedule B. Schedule B covers parking requirements for uses that are not listed. If a use is not listed, the Director shall make a similar-use determination. If a similar use cannot be identified, the Planning & Community Development Department shall use the ITE Parking Generation Manual, as revised, to determine minimum parking requirements. If sufficient information is available, a maximum parking requirement will also be provided.
- (C) Schedule C. Schedule C uses have widely varying parking demand characteristics that make it impossible to specify a single off-street parking standard.

1. **Parking study.** Those proposing to develop or expand a Schedule C use must submit a parking study that provides justification for the number of off-street parking spaces proposed. A parking study must include estimates of parking demand based on recommendations of the Institute of Traffic Engineers (ITE), or other acceptable estimates as approved by the Director and should include other reliable data collected from uses or combinations of uses that are the same as or comparable with the proposed use. Comparability will be determined by density, scale, bulk, area, type of activity, and location. The study must document the source of data used to develop the recommendations.
2. **Review by City.** The Director shall review the parking study and any other traffic engineering and planning data relevant to the establishment of an appropriate off-street parking standard for the proposed use. After reviewing the parking study, the Director shall establish a minimum off-street parking standard for the proposed use.

~~(15) Required off-street loading Any use with a gross floor area of six thousand (6,000) square feet or more which requires deliveries or shipments must provide off-street loading facilities in accordance with the requirements specified below.~~

~~(A) Every retail establishment, industrial or manufacturing use, warehouse, wholesale use, freight terminal, railroad yard, hospital, or sanitarium having an aggregate gross floor area of six thousand (6,000) square feet or more shall provide off-street loading facilities as follows:~~

| <i>Gross Floor Area<br/>(in Square Feet)</i> | Number of Berths |
|--|------------------|
| <del>6,000—24,999</del>                      | <del>1</del>     |
| <del>25,000—79,999</del>                     | <del>2</del>     |
| <del>80,000—127,999</del>                    | <del>3</del>     |
| <del>128,000—198,999</del>                   | <del>4</del>     |
| <del>199,000—255,999</del>                   | <del>5</del>     |
| <del>256,000—319,999</del>                   | <del>6</del>     |
| <del>320,000—381,999</del>                   | <del>7</del>     |

~~For each additional seventy-two thousand (72,000) square feet (or fraction thereof) of gross floor area, one (1) additional berth shall be provided.~~

~~(B) Every public assembly use, such as auditoriums, convention halls, exhibition halls, stadiums, or sports arenas, office buildings, welfare institutions, funeral homes, consisting of twenty (20) units or more, and restaurants and hotels with a gross floor area of greater than thirty thousand (30,000) square feet shall provide off-street berths as follows:~~

**Commented [AE25]:** Simplified and updated in section below.

| <i>Gross Floor Area<br/>(in Square Feet)</i> | Number of Berths |
|--|------------------|
| <del>6,000—29,999</del>                      | <del>1</del>     |
| <del>30,000—119,999</del>                    | <del>2</del>     |
| <del>120,000—197,999</del>                   | <del>3</del>     |
| <del>198,000—290,999</del>                   | <del>4</del>     |
| <del>291,000—389,999</del>                   | <del>5</del>     |
| <del>390,000—488,999</del>                   | <del>6</del>     |
| <del>489,000—587,999</del>                   | <del>7</del>     |
| <del>588,000—689,999</del>                   | <del>8</del>     |

For each additional one hundred five thousand (105,000) square feet (or fraction thereof) of gross floor area, one (1) additional berth shall be provided.

~~(C) The minimum area for each off-street loading space, excluding area for maneuvering, shall be two hundred fifty (250) square feet.~~

~~(D) At no time shall any part of a truck or van be allowed to extend into the right-of-way of a public thoroughfare while the truck or van is being loaded or unloaded.~~

**(18) Off-street loading.** Areas of temporary loading and unloading of supplies or passengers shall comply with the following standards:

**(A)** A passenger loading area for pick-up and drop-off of people at a site is not required for any use; however, if a passenger loading area is provided, the following standards must be met:

1. A passenger loading area shall be located at the closest vehicle-accessible point to the main front entrance of the use or structure it is intended to serve, including under a canopy or interior of a building if available.
2. At least one accessible passenger loading space shall be provided for each 100 linear feet of loading zoning, in compliance with federal ADA standards.
3. A passenger loading area shall be signed, time-limited and appropriately enforced to preserve its function.
4. In no case shall a passenger loading area be used to satisfy the parking requirements of this section.

**(B)** A supply loading area to dispatch or receive shipment of goods from a site is not required for any use; however, if a supply loading area is provided, the following standards must be met:

1. Adequate space must be made available for loading and unloading of goods, including the maneuvering of any trucks or trailers into any loading docks, on

the parcel of land containing the use it is intended to serve without use of right-of-way.

2. The minimum area for each off-street loading space, excluding area for maneuvering, shall be two hundred fifty (250) square feet.
3. Supply loading areas must be located to the rear or side of the buildings, with the least visibility from a public right-of-way on the site as practicable.
4. In no case shall a supply loading area be used to meet the parking requirements of this section.
5. At no time shall any part of a truck or van extend into the right-of-way of a public thoroughfare while the truck or van is being loaded or unloaded.

**(19) Appeals.**

- (A) Any applicant may appeal a decision of the Director on the interpretation of the requirements herein. The appeal shall be filed with the Director within ten (10) days following the decision.
  1. The Director will notify all property owners within four hundred (400) feet of the subject property prior to the Planning & Zoning Commission taking action on the appeal.
- (B) The Planning & Zoning Commission shall consider, at a minimum, subsection (1) prior to approving, approving with conditions, or denying the appeal.
- (C) The applicant or any property owner within four hundred (400) feet of the subject property may appeal the decision of the Planning & Zoning Commission to the City Council within ten (10) days of action taken.

**Commented [AE26]:** Including a process for which an applicant can appeal administrative decisions.

**SECTION II. EFFECTIVITY**

This ordinance shall be in full force and effect after its passage and approval as provided by law.

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Brandon Bochenski, Mayor

ATTEST:

Maureen Storstad, City Auditor

Introduction and first reading:

Public Hearing:

Second Reading and final passage:

Approved:

Published: Not required by law.