

2D. Public Hearing - Consideration of a request for a Conditional Use Permit for a Proposed Cross-Parking Agreement in the Central Community District (CCD)

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| Prepared by: Grittmann Consulting, Stephen Grittmann, City Planner | Meeting Date: 03/04/2025 | Council Date (pending Commission action): 03/24/2025 |
| Additional Analysis by: Community Development Director, Community & Economic Development Coordinator | | |

ALTERNATIVE ACTIONS

Decision 1: Conditional Use Permit for a Proposed Cross and Joint-Parking Agreement in the Central Community District (CCD)

1. Motion to adopt Resolution No. PC-2025-13 recommending approval of request for a Conditional Use Permit for a Proposed Joint/Cross-Parking Agreement in the Central Community District (CCD), subject to the conditions in Exhibit Z and based on findings in said resolution.
2. Motion to deny the adoption of Resolution No. PC-2025-13 recommending approval of request for a Conditional Use Permit for a Proposed Joint/Cross-Parking Agreement in the Central Community District (CCD), based on findings to be made by the Planning Commission.
3. Motion to table action on Resolution No. PC-2025-13.

REFERENCE AND BACKGROUND

Property: Legal Description: Lengthy-Contact City Hall
PID #: 155-010-052130

Planning Case Number: 2025.10

Request(s): Conditional Use Permit for Cross-Parking

Deadline for Decision: April 13, 2025 (60-day deadline)
June 12, 2025 (120-day deadline)

Land Use Designation: Downtown Mixed Use

Zoning Designation: CCD - Riverfront

Overlays/Environmental

Regulations Applicable: N/A

Current Site Uses: Retail

Surrounding Land Uses:

North: Public Parking/Public Park
East: Downtown Mixed Use (Block 52)
South: Downtown Commercial
West: Downtown Commercial

Project Description:

The applicant proposes to establish a restaurant/bar facility in an existing building, remodeling the structure to include interior seating, kitchen, and bar area, as well as rooftop and sidewalk seating for seasonal use. The application also shows on-site motorcycle parking, as well as a small supply of passenger vehicle parking for employees.

To supplement parking demand for the facility, the applicant proposes to enter into joint-parking agreements with at least two area property owners to provide options for patrons and other employees. Joint-parking is allowed by Conditional Use Permit under specific conditions identified in the Zoning Ordinance and is evaluated for purposes of this report under the overall CUP request.

ANALYSIS:

The applicant proposes to convert an existing site and building from a retail use to a restaurant use. The building is located within the Riverfront sub-district of the Central Community District. Restaurant uses under 10,000 square feet are permitted uses in the sub-district of the CCD. The use is in direct support of the Downtown Small Area Plan's Vision: *"The Plan envisions a Downtown that is lively throughout the day and into the evening, 12 months of the year. A downtown that serves many purposes for many people – including dining, recreation, celebrating, gathering, shopping and living."*

The user is proposing the addition of a rooftop patio for the restaurant. Given this addition and the remodel to the building, the CCD ordinance requires a site plan review by the Planning Commission, which is the subject of a separate report and does not require a public hearing.

The subject of this report is instead related to the request for conditional use permit for cross parking for the proposed use.

Cross and Joint Parking in Monticello Code

The Zoning Ordinance establishes a minimum parking requirement for all land uses based on the demand created by the use itself. The basic ordinance structure is to require that all required parking is to be provided off-street, on the property of the use that creates the demand. This is a common suburban model designed for areas that are growing with new development. It is intended to avoid or reduce on-street parking that can interfere with traffic safety, street maintenance operations (especially snow removal), and other factors.

It is important to note that the code accommodates two forms of shared or cross parking. “Joint” parking allows two sites/uses to provide less than the required number of parking spaces for either or both of the uses, but only when conditions can support the shared use through hours of operation or differing use types. Joint parking requires authorization through Conditional Use Permit.

“Cross” parking allows two sites/uses adjoining one another to share parking, allowing cross access to parking lots. Joint parking may or may not be a part of the cross-parking agreement. Cross parking is also allowed via Conditional Use Permit.

Downtown Parking Regulations

In the downtown area of Monticello, within the zoning designation of “CCD - Central Community District”, the City also makes further code allowances in support of the pattern of downtown development, including parking standards.

The City provides a significant amount of public parking as a function of traditional development patterns within the downtown. Most of the downtown building pattern was developed prior to the extensive use of automobile travel and parking requirements. On-street parking is a public function, as is the provision of off-street parking in publicly-owned and maintained parking lots.

The code also requires that when a change in use occurs in the downtown, parking for the new use must be calculated based on its demand:

“An existing business, as of the date of this chapter, which has a parking supply which is substandard according to § [153.067](#) - Off-Street Parking, shall be considered a legal nonconformity. The business may expand or change to another business that increases the parking supply deficiency only by participating in the parking fund, according to the requirements of this Section and § [153.067](#)(E)(4)(c) for such deficiency.”

To reconcile these aspects of parking supply, the City has adopted regulations in the downtown area with the following primary goals in mind:

- First, parking demand generated by an individual land use should be addressed by the proposed use in question, to the extent possible;
- Second, because the City incurs costs in acquiring, constructing, and maintaining public parking (whether on-street or off-street), individual land uses that benefit from that public function should contribute to those costs, rather than pass all of them to taxpayers; and
- Third, where parking spaces are shared between the use and the public, the supply of parking can be reduced from the typical suburban stand-alone calculations that would otherwise apply to individual parking generators (with a baseline reduction in overall parking demand that is 60% of the stand-alone requirement). This is accomplished through a conditional use permit for cross-parking;
- Fourth, the code works to maximize parking created by new uses through a requirement that all new non-residential parking areas accommodate both cross and joint parking.

The regulations function in this way:

1. The parking demand generated by an individual land use is calculated according to the City's standard zoning ordinance regulation.
2. Where the property owner participates in a cross parking agreement to share available on-site parking as public, the required parking supply for the use will be 60% of that otherwise required of the land use. The code does not set a minimum number or percentage of spaces to qualify for the 40% reduction.
3. The applicant must supply parking on-site at the 60% rate.
4. If the applicant cannot supply the parking as required, they must do one of the following:
 - a. Enter into a binding agreement for joint parking with another nearby property owner who agrees to provide some or all of the applicant's remaining requirement; and/or
 - b. Pay into a City downtown parking fund at a rate set by the City that approximates the cost of acquiring and constructing the unsupplied parking spaces.

Parking Demand for Nordic Taproom

The applicant has provided floor plans for the remodeled building that indicate total seating capacity during cold weather of approximately 148 patrons, and a staff of 12-15 persons.

During warm weather, the facility can add as many as 93 additional rooftop seats, as well as a few sidewalk tables, a total of as many as 241 seats during peak season.

The zoning ordinance applies a standard of restaurant and bar seating based on square footage of dining and kitchen space. The site and building plans illustrate some dimensioning, but only estimates can be made for total square footage of each area. The applicant's narrative uses the City's code standard to detail the dimensional use of the space against the 1 space/80 square feet of kitchen area and the 1 space/40 square feet of dining area. The square footage totals would result in a total requirement of 105 spaces for the proposed use.

Another common restaurant parking standard is based on seating capacity (and translates to the square footage model), which is 1 space required for each 3 seats, plus one per maximum shift employee. At this rate, the indoor seating season requirement for The Nordic would be approximately 60 parking spaces and would increase to as many as 90 spaces (when including employees) during warm season periods when the outdoor areas are being used.

The site plan shows no on-site passenger vehicle parking. Instead, the applicant has illustrated a row of motorcycle parking (for up to 18 motorcycles) along the south side of the building. The narrative also notes that a few parking spaces may be available to staff, although access to, and number of, those spaces are not shown on the site plan in detail. While motorcycle parking can relieve a small amount of parking demand, the code does not account for it as a general standard. It will serve most effectively during the warm season period when outdoor dining is open.

Instead, those spaces could be used as parking for passenger vehicles during cold season, and the plan dimensions would appear to support as many as 6 parking spaces. To facilitate the head-in configuration of 6 spaces in this area, the applicant would need to work with the adjacent property owner to the south to verify alley access circulation.

Cross Parking Request

Based on cold-season calculations, the base code requirement for this use would be 60 parking spaces. If the applicant grants public use of the on-site parking area, then the code permits the user to reduce the actual requirement to 60% of that standard, or 36 spaces. If the site is then credited for 6 spaces (using the motorcycle area as noted above instead for passenger vehicles), the net resulting additional requirement is 30 parking spaces. Warm season would increase this calculation to 48 spaces, after these same credits are applied.

With a cross parking agreement allowing the 6 spaces to be utilized for public parking, the applicant would be required to pay in to the parking fund for the net deficiency, which is 30 spaces at minimum or 48 at maximum. As noted above, the code does not set a minimum number or percentage of spaces to qualify for the 40% reduction.

Joint Parking Request

The code offers another option within the CCD in lieu of payment into the parking fund – that is the authorization of a Conditional Use Permit for joint parking.

For joint parking to work, there are conditions identified in the zoning ordinance. These are summarized as follows:

1. The joint uses must have peak hours that do not conflict, that is, there must be a reasonable expectation that the use that supplies parking will be available when the other use is in need of it.
2. The parking must be within a reasonable distance. The ordinance limits this as requiring that the parking area is within 300 feet of the use generating the demand.
3. There is a legal agreement that binds the parking supplier and user to the arrangement. This agreement helps ensure that the parking is not used by others in a serial manner that defeats the purpose of the joint parking, and that it is not removed from the parking supply without some process and analysis.

The applicant has proposed to assign the remaining demand for their site to joint parking agreements with at least 2 other private parking sites, the Schlener-Wenner site and the Monticello Help Center site. The Schlener-Wenner site and the Monticello Help Center sites are both on West 3rd Street in downtown Monticello. However, both are approximately 2 blocks away, and nearly 700 feet from the proposed Nordic site at 106 Walnut Street. As cited above, the allowance for joint parking includes a requirement that such parking is within 300 feet of the subject property.

Specific to this request, the proposed joint use parking areas otherwise would meet the zoning ordinance requirement that the use (The Nordic) has its peak use times during periods when the joint use sites are closed, or at non-peak periods.

The purpose of the 300 foot limitation is to ensure that parking demand that is generated by a specific use is reasonably available to the customers of that use. Customers of The Nordic are less likely to walk the longer distance, and more likely to utilize public parking near the site, making it unavailable to other businesses in the area.

The applicant has indicated that they may also pursue an additional agreement with Trinity Lutheran Church at 449 West Broadway. However, this site is more than 1,000 feet from the Nordic site.

Following a review of the zoning ordinance and the adopted Downtown Small Area Plan, staff believe that a text amendment to the City's ordinance to support more flexibility in joint parking configurations specific to the downtown may be a consideration.

“In order to accomplish the goals in the Plan related to the public realm and human scaled design, the Plan recommends a nuanced and flexible approach to parking. While the Plan recognizes many people, in the future, will still arrive to Downtown by car and it is important to make sure parking is plentiful and accessible; it is equally important to ensure parking does not dominate the Downtown area. Ultimately the goal is to ensure customers and visitors can comfortably and safely get to their destination, not just their parking space. Parking is just one part of a visitors experience.”

The Downtown Small Area Plan specifically cites a “park once” parking management strategy, recognizing that as business vitality increases within the downtown, more users will park once and visit multiple locations, resulting in a lower overall demand for space. In support of the parking strategy identified within the plan, as well as the overall goals for downtown, staff recommend revising the joint parking ordinance standard specific to the downtown. A proposed amendment would allow credit for joint parking to be applied based on a graduated system of distance to available joint parking. In practice, such an amendment would allow a user such as The Nordic credit for joint parking of under-utilized parking lots against their parking deficiency.

Summary

The ordinance provides a number of alternatives for managing parking supply for changing uses within the Downtown. This includes cross parking, joint parking and payment into the City’s public parking fund for the deficit spaces. As the joint-use spaces proposed do not currently qualify under the ordinance as written, the parking fund option would appear to be the available alternative in this case at this time.

However, following a review of the overall parking strategy for the Downtown and more specifically given the applicant’s proposal to utilize currently underutilized parking within the downtown, staff believe that an amendment the joint parking requirements specific to downtown should be reviewed for amendment.

The conditions of approval are written such that if the City does approve an amendment to the joint parking standards, the joint parking proposed under this application can be authorized.

STAFF RECOMMENDED ACTION

The zoning ordinance applies parking demand to each use based on a set of standards intended to estimate the likely demand that the use creates for parking supply. In the downtown area, that parking demand is eligible to be reduced to just 60% of the standard due to the availability of public parking, where the applicant provides as much parking as possible on-site, and makes that available to public use. This sharing reduces the overall parking construction costs for private parties and accommodates shared use of parking by customers of the businesses within

the Downtown consistent with the “park once” parking schematic provided in the Downtown Small Area Plan. Staff would therefore recommend the Conditional Use Permit for cross-parking, subject to the conditions in Exhibit Z.

The code also provides for a contractual option for sharing parking (the joint-parking option requested in this application) if the parking meets specific requirements. In this case, the joint-parking standards are not met due to the distance from subject site. Staff cannot recommend approval of the Conditional Use Permit for joint-use for this application until the City reviews a potential ordinance amendment for joint parking standards within the downtown.

The applicant’s option would be to contribute to the parking fund in an amount equal to the deficiency stated in this report – a total of 30 spaces when applying the cold weather season requirement, with payment subject to provisions as determined by the City Council.

SUPPORTING DATA

- A. Resolution PC-2025-13
- B. Aerial Site Image
- C. Applicant Narrative
- D. Applicant Parking Plan
- E. Downtown Public Parking Availability Map
- F. Cross (Joint) Parking Agreements
- G. Chief Building Official’s Letter, dated February 25, 2025
- H. Downtown Small Area Plan, Excerpts
- I. Monticello Zoning Ordinance, Excerpts
- Z. Conditions of Approval

**CITY OF MONTICELLO
WRIGHT COUNTY, MINNESOTA
PLANNING COMMISSION
RESOLUTION NO. PC-2024-13**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF MONTICELLO
RECOMMENDING APPROVAL OF A
CONDITIONAL USE PERMIT FOR CROSS AND JOINT PARKING
IN THE CCD, CENTRAL COMMUNITY DISTRICT**

WHEREAS, the applicant has submitted a request for a Conditional Use Permit for a restaurant use relying on cross- and joint-use parking facilities; and

WHEREAS, the proposed facility modifies the use of the proposed building from retail sales to restaurant/bar use of less than 10,000 square feet; and

WHEREAS, the proposed use would result in a significant increase in parking demand on and around the site; and

WHEREAS, the increase in parking demand is required by the Zoning Ordinance to be accommodated through increased parking supply, or reliance on cross- and joint-use parking agreements near the subject property; and

WHEREAS, the site is zoned CCD, Central Community District, which allows such cross – and/or joint-use parking by Conditional Use Permit; and

WHEREAS, the proposed land use would be consistent with the long term land use plan for the City and the location, specifically hospitality and entertainment uses in the downtown area, particularly near the riverfront; and

WHEREAS, the applicants have provided materials documenting that the proposed use facilitates long term use of the site for uses in the CCD district; and

WHEREAS, the applicants have provided materials documenting that the proposed use will comply with the terms and standards of the zoning ordinance with the recommendations approved by the Planning Commission; and

WHEREAS, the Planning Commission held a public hearing on March 4th, 2025 on the application and the applicant and members of the public were provided the opportunity to present information to the Planning Commission; and

WHEREAS, the Planning Commission has considered all of the comments and the staff report, which are incorporated by reference into the resolution; and

WHEREAS, the Planning Commission of the City of Monticello makes the following Findings of Fact in relation to the recommendation of approval:

1. The applicant has provided plans and materials demonstrating that the proposed facility will be in compliance with the City’s goals for downtown land uses.

**CITY OF MONTICELLO
WRIGHT COUNTY, MINNESOTA
PLANNING COMMISSION
RESOLUTION NO. PC-2024-13**

2. The applicant has provided plans and materials demonstrating that the use can be accommodated with parking supplies either existing in the nearby area, and/or available through public parking options.
3. The property will have peak use hours during evenings and weekends, consistent with the parking-sharing requirements of the joint-use section of the Zoning Ordinance.
4. The operation of the business will support downtown vitality and redevelopment, and coexist with other commercial and residential uses in the nearby area
5. The use fits the objectives of the Monticello Downtown Small Area Plan, a component of the City's Comprehensive Plan, supporting its goals and other aspects of the City's land use planning in the area.
6. The use will improve convenience to customers and to the public, consistent with the City's economic development objectives for downtown commercial property.

NOW, THEREFORE, BE IT RESOLVED, by the Planning Commission of the City of Monticello, Minnesota, that the Planning Commission hereby recommends that the Monticello City Council approve the Conditional Use Permit for cross- and joint-use parking, subject to the conditions identified in Exhibit Z of the Staff report, as listed below:

1. Provide a revised site plan illustrating available parking on-site up to six spaces, including verification of alley use to facilitate circulation. (This area may be used for motorcycle parking during warm seasons while still qualifying as six spaces of passenger vehicle parking for the purposes of parking demand calculations).
2. Execute a recordable cross easement for the public use of available parking on the restaurant site.
3. Pending any amendment to the City zoning ordinance for joint parking credit within the Central Community District, the conditional use shall include allowance for joint parking and payment into the City's parking fund as required for the final parking deficit.
4. Compliance with the terms of the City Building Official's letter dated February 25, 2025.
5. Comments and recommendations of other Staff and Planning Commission.

**CITY OF MONTICELLO
WRIGHT COUNTY, MINNESOTA
PLANNING COMMISSION
RESOLUTION NO. PC-2024-13**

ADOPTED this 4th day of March, 2025 by the Planning Commission of the City of Monticello, Minnesota.

MONTICELLO PLANNING COMMISSION

By: _____
Andrew Tapper, Chair

ATTEST:

Angela Schumann, Community Development Director

Consideration CUP for Proposed Cross Parking Agreement in Central Community District

PIDs: 155010052130, 155010031010, 155010032020 Address: 106 Walnut St, 224 3rd St, 114 3rd St W

Created by: City of Monticello



EXECUTIVE SUMMARY

Overall SQ footage of inside spaces.

First Floor - 1,698 sf / 40 = **42.45**

Kitchen - 350 sf / 80 = **4.375**

2nd Floor - 925 sf / 40 = **23.125**

Roof Top - 1,400 sf / 40 = **35**

Total = 104.95 supposed parking spaces needed.

Nordic Parking Information

At our current space located at 530 Cedar St. Monticello MN we have roughly a total of 190 spaces between front and back with about 90 of them located behind the building. Our SQ Footage at our current space is close to double the size of our new space including our huge event hall that we will NOT have at our new smaller location. Over the last 6 years our back parking lot has hardly been used and only filled up our parking during VERY large events.

Parking agreements.

We have 2 large parking lots that we have agreements with for Schlenner Wenner & Monticello Help Center. They are within the downtown district and we plan to get another large lot agreement set up with Trinity Lutheran in the coming weeks. These are 3 of the largest private parking lots around our new building not including all of the city parking lots surrounding us.

Hours and Busy Times for the Nordic.

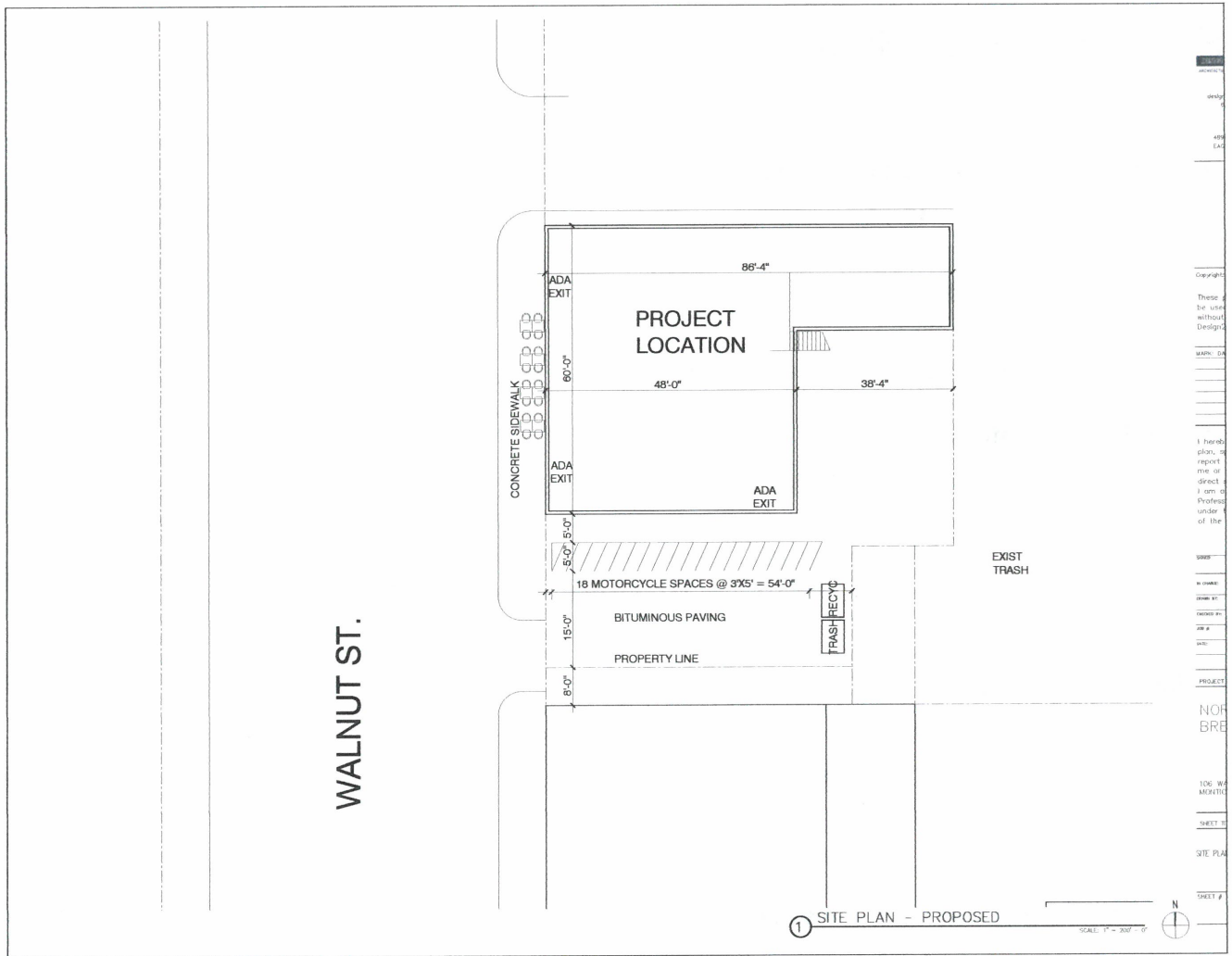
Our hours of operation at the new location will be as follows with the exception of potentially opening for breakfast at 9am Saturdays and Sundays possibly down the road if our beloved Cornerstone Cafe falls.

Sun-Thu: 11am -10pm

Fri-Sat: 11am - 12am

- Busy time are typically after 5pm for the dinner pushes.
 - Friday Nights, Saturdays and Sundays are by far our busiest times throughout the weeks.
 - All of our parking agreements are closed nights and weekends with the exception of Trinity Lutheran on Sunday mornings.
 - Our plan opens up some Motorcycle parking along the south side of our building that will help by keeping bikes out of other valuable city parking spaces around our building downtown. We also plan to have a little room for some staff parking in the back 90 South East corner of our property to help keep some spaces open.
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NORDIC TAP HOUSE 106 WALNUT ST. MONTICELLO MN



Zach's Site Plan Review

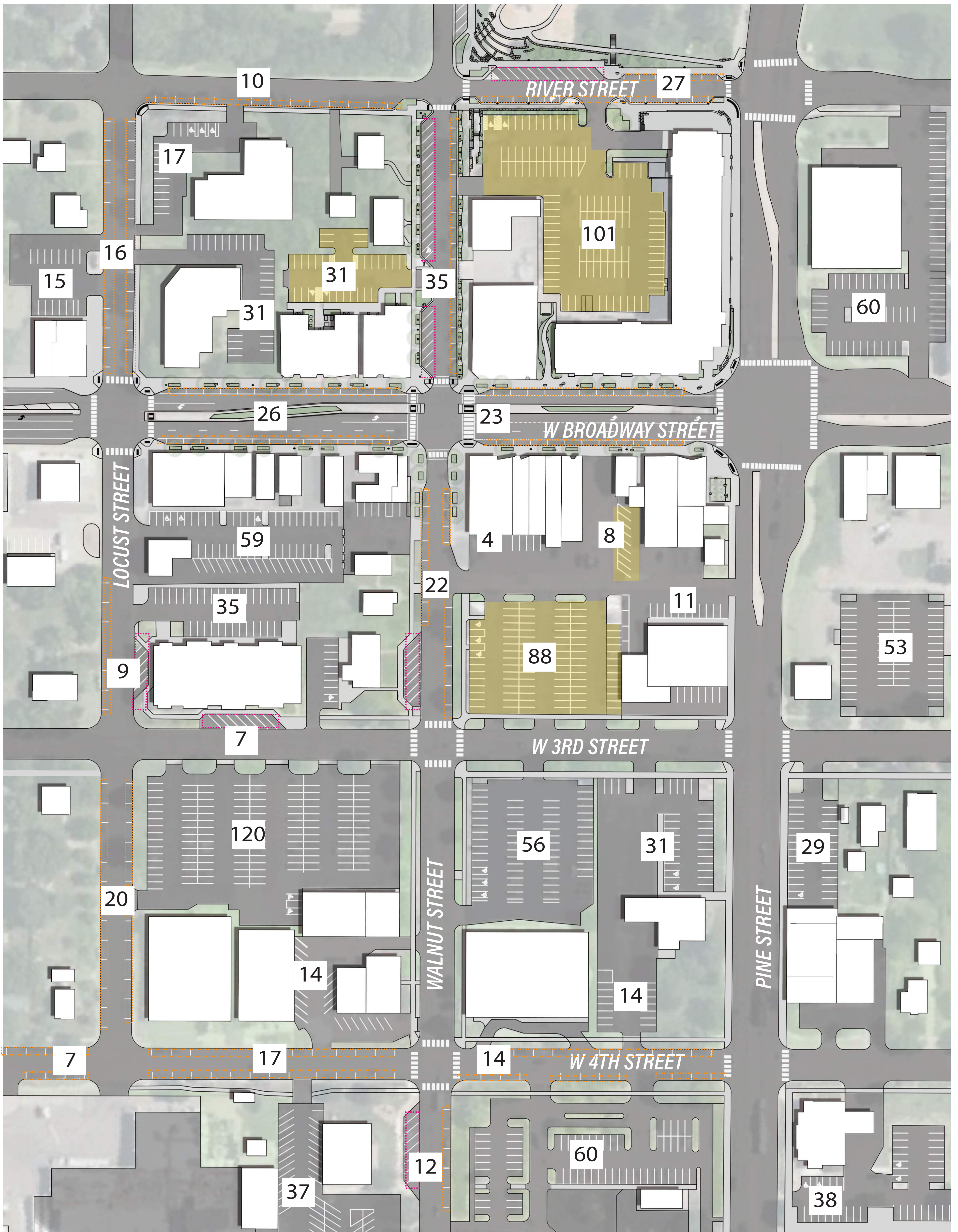
Downtown Public Parking

The City of Monticello


2024

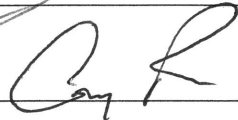
LEGEND:

- PARALLEL STREET PARKING
- ANGLED STREET PARKING
- PUBLIC PARKING LOT



Zach Barthel owner of Nordic Tap House currently being established at 106 Walnut St. Monticello MN is entering in to an agreement with Cory Ritter at Schlenner Wenner & Co to utilize their parking lot during busy times. Our busy times are after everyone located within the building is closed. Nordic Tap House agrees to clean up any garbage or messes that may accrue due to our customers parking in the lot during big events. Nordic Tap House will promptly respond to any phone calls in regards to any issues that may arise from any of our customers parking in their lot. Nordic Tap House agrees to uphold this agreement in a professional and appreciative manor.

Zach Barthel  . Date 2-11-25

Cory Ritter  . Date 2/11/25

Number of parking stalls at Schlenner Wenner & Co

57 total parking spots

- Schlenner Wenner & Co – 5210 square feet – office
- Foster White – 5056 square feet – office
- AOMS – 2748 square feet – medical
- Edward Jones – 1307 square feet - office

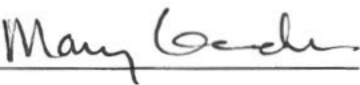
Schlenner Wenner & Co. Aerial Image

Created by: City of Monticello





Zach Barthel owner of Nordic Tap House currently being established at 106 Walnut St. Monticello MN is entering in to an agreement with Mary Gardner at the Monticello Help Center to utilize their parking lot during busy times. Our busy times are after everyone located within the building is closed. Nordic Tap House agrees to clean up any garbage or messes that may accrue due to our customers parking in the lot during big events. Nordic Tap House will promptly respond to any phone calls in regards to any issues that may arise from any of our customers parking in their lot. Nordic Tap House agrees to uphold this agreement in a professional and appreciative manor.

Zach Barthel  . Date 2-11-25

Mary Gardner  . Date 2-11-25

Per requirements below

Forwarded message -----
From: Heather L. Joerg 
Date: Fri, Dec 13, 2024 at 12:40 PM
Subject: RE: Parking Lot Liability
To: Russell Van Dell 

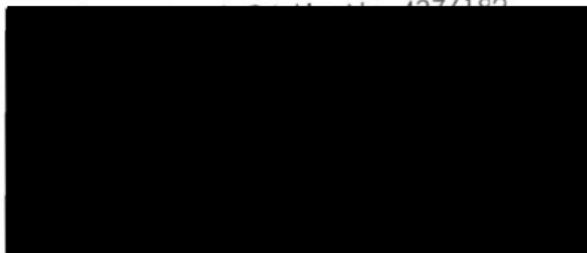
Good morning Russell,

Heard back from Secura.

The decision is up to you (Christian Social Services) on whether you want to allow this. If you do, the carrier is asking that there are proper risk transfers in place such as the brewery listing you as an additional insured on the breweries policy and having a written hold harmless agreement in place. In addition, the carrier would add a small charge to your General liability policy. To calculate the charge, we would need the square footage of the parking lot.

Let me know if you wish to move forward.
Thank you,

Christense
n Group
Logo



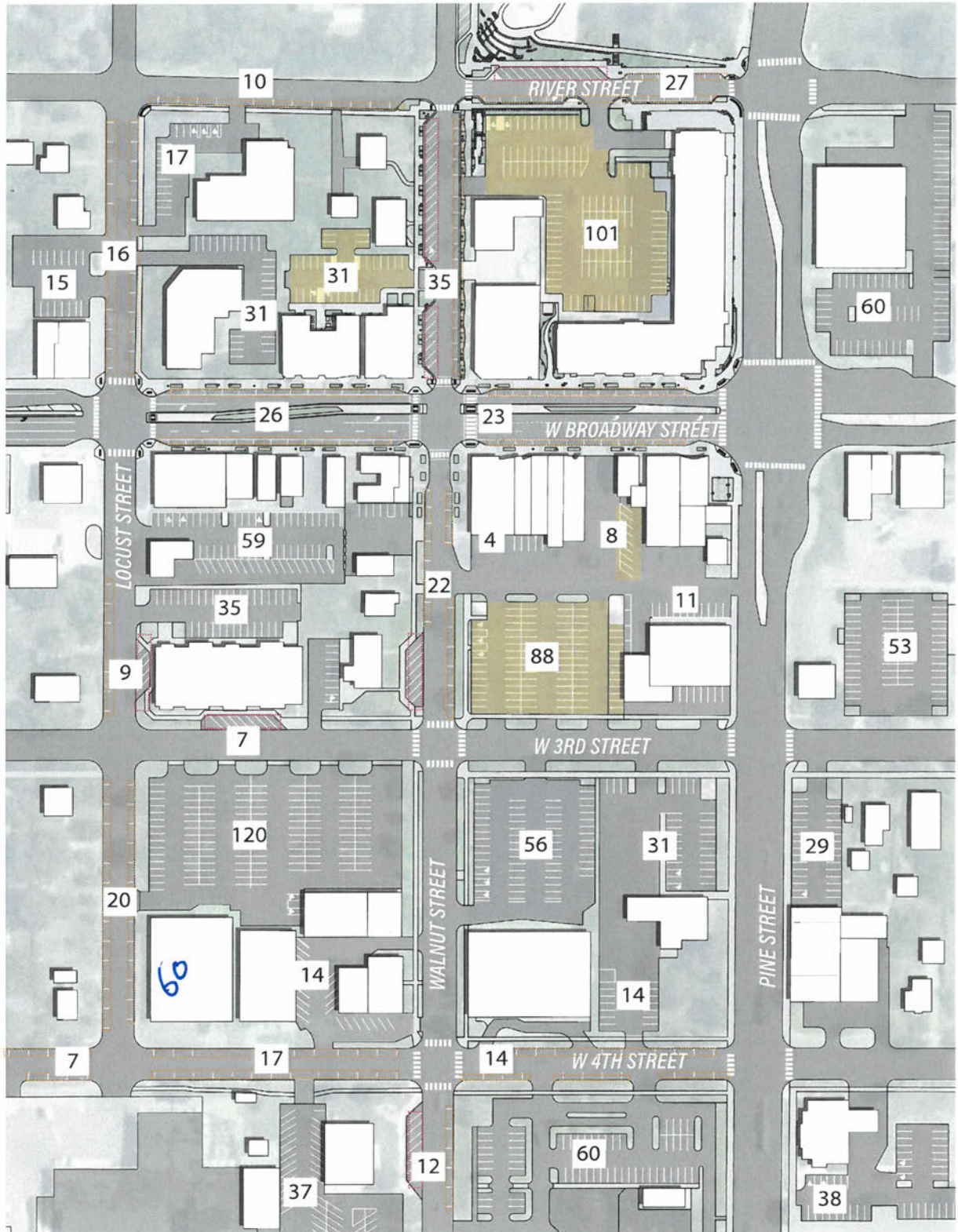
Downtown Public Parking

The City of Monticello

2024

LEGEND:

- PARALLEL STREET PARKING
- ANGLED STREET PARKING
- PUBLIC PARKING LOT





PHONE: 763-295-2711 FAX: 763-295-4404

505 Walnut Street | Suite 1 | Monticello, MN 55362

February 25, 2025

Re: The Nordic

General Comments

The City is not responsible for errors and omissions on the submitted plans. The Owner/ Developer, and Engineer of record are fully responsible for changes or modifications required during construction to meet the City Standards and the applicable Minnesota codes.

1. The City requires you to install a fire key box on the outside of your building. Please contact the Department of Building Safety/Fire Inspector for these requirements.
2. Consult a structural engineer in determining allowable modifications to the structure including proposed roof top patio & Mezzanine.
3. The Building Official requires the owner to engage and designate a licensed design professional who shall act as the licensed design professional in responsible charge.

These items are subject to approval of the Monticello Department of Building Safety. This is a preliminary list of items that need to be addressed.

Sincerely,

Bob Ferguson

Chief Building Official/Zoning Administrator

Frameworks: Parking

General Approach

In order to accomplish the goals in the Plan related to the public realm and human scaled design, the Plan recommends a nuanced and flexible approach to parking. While the Plan recognizes many people, in the future, will still arrive to Downtown by car and it is important to make sure parking is plentiful and accessible; it is equally important to ensure parking does not dominate the Downtown area. Ultimately the goal is to ensure customers and visitors can comfortably and safely get to their destination, not just their parking space. Parking is just one part of a visitors experience.

Supply of parking was a much discussed topic throughout the development of the Plan. Some state there is not enough parking, while others state there is plenty. The real answer to this question depends on how it is measured. Ideally, the answer should be data driven combining inventory numbers, utilization rates and stakeholder or user group interviews. Often this analysis reveals answers such as “there is enough parking during the day, but not in the evening”

In 2010 the City conducted a parking study to determine, among other things, the utilization of existing parking. It concluded that at any given time 80% of the parking supply is unused and only 20% of the parking spaces are occupied. This suggests that there was ample supply at the time to absorb a considerable amount of new development and visitors. This study was conducted several years ago, and it should be updated so the city and stakeholders have an accurate picture of how the existing parking supply is used.

Current Demand / Supply analysis (on following page) suggests that the supply of parking downtown exceeds the demand as measured by existing square footage a “stacked” or “nonshared” parking approach. Though it is important to note that the surplus/deficit is not balanced across the four blocks nor is it excessive. In other words, some blocks appear balanced, while others have a deficit or a surplus.

In order to obtain a truly accurate picture of the parking, the inventory has to be combined with a utilization/occupancy study as well as interviews with user groups.

Regardless of whether there is enough parking or not, the Plan proposes a moving towards a “park once” District (Blocks 51,52,35,36,31,32) that allows visitors to the area to park once and use sidewalks and trails to go from one location to another in the Downtown. This is possible if the city carefully manages and maintains parking and offers a high quality public realm that makes the experience of moving from one location to another a pleasant one - throughout the day evening and year.

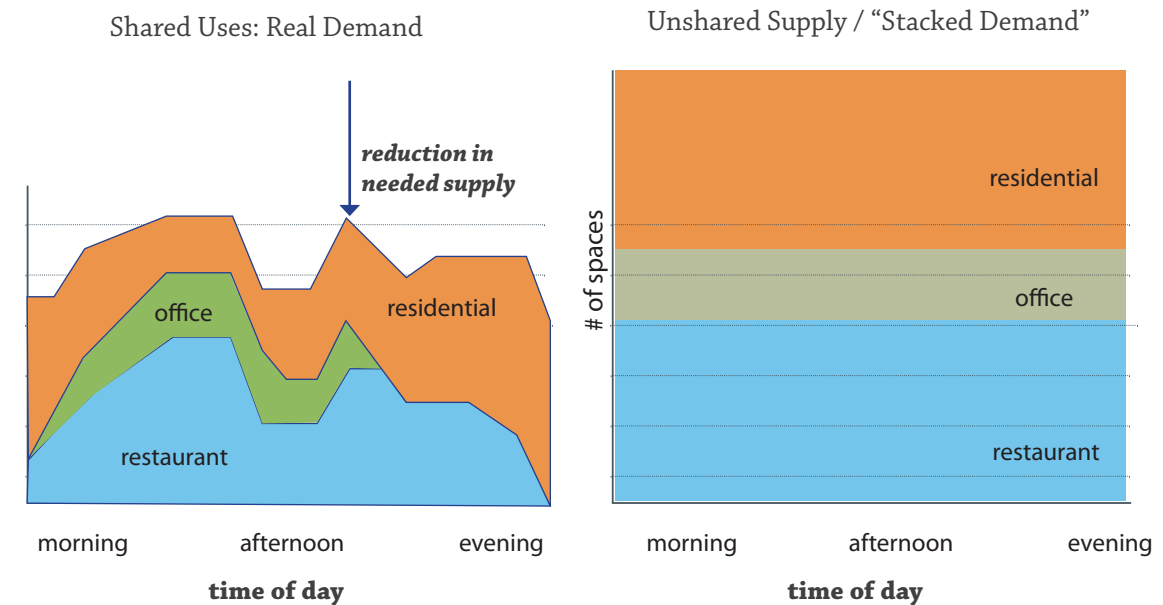
The single most important improvement to be made is improvements to the Walnut / Broadway intersection. The lack of stop signs at this intersection makes it uncomfortable for pedestrians to cross, which in turn makes it unlikely for visitors to utilize parking on one side of Broadway when their destination is on the other side of Broadway. For this reason, this plan places the highest priority on improving this intersection. It is critical to creating a “park once” District.

A successful “park once” District also relies on provisions for shared parking, payments in - lieu of parking, close monitoring of parking inventory, excellent wayfinding and signage, a compact walkable environments.

Shared parking is crucial to creating a vibrant, multimodal downtown. Different land uses have different peak parking demands. Allowing a daytime office building, for example, to share its parking at night with the nearby restaurant allows less parking to be built than if the restaurant had to construct its own parking. The outcome is less land dedicated to parking.

Shared parking benefits multiple user groups. First, allowing less parking to be built saves up to \$20,000 per space in construction costs. Cheaper development costs then facilitate lower sale or lease costs for would-be homeowners or renters. Second, well-crafted shared parking agreements can allow property owners to recognize significantly more return per space on their investment. Third, shared parking is the only way to make most small downtown parcels viable for development. Monticello’s true economic potential will only be unlocked when it can provide an easily accessible pool of shared, public parking. Finally, shared parking will better enable growth without exacerbating congestion problems. Building reserved parking for every use results in system inefficiencies and will ultimately induce more vehicle trips on Monticello’s downtown streets.

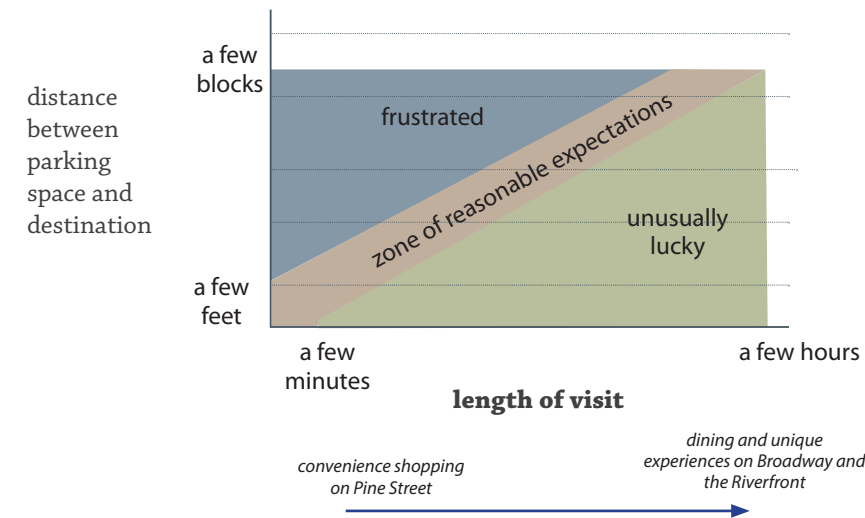
Shared Parking in a Downtown



Shared Parking in a Downtown

The traditional approach to parking is to provide designated supply for each use based on the highest parking demand for that use. This does not account for fluctuations in demand by time of day, resulting in parking being overbuilt. Actual parking demand changes by use by the time of day, resulting in a peak that is much lower than a traditional approach would predict.

Parking Expectations



Parking Expectations Change as Broadway Changes

As Broadway and the Riverfront transition from service and convenience retail to experience based retail (food) and events, customers expectations for the distance between their parking space (if arriving by car) and the final destination changes. We expect to park a block away from a place that we may spend a few hours at.

Parking Recommendations

| Strategy | Recommendation |
|--|---|
| Priority #1 Maximize use of existing parking supply | Create a parking program that focuses on creating available spaces for different user groups. |
| | Pilot a shared parking program in which private parking is shared with the “public.” |
| | Enhance pedestrian access to existing parking lots by developing small pocket parks on Broadway |
| | Expand and clarify on -street parking supply on all blocks in downtown. |
| Strategically invest in information and technology | Invest in and implements a comprehensive parking signage and wayfinding system. |
| | Continually monitor occupancy, availability and utilization of parking throughout downtown |
| Improve mobility options to reduce parking demand | Complete the sidewalk system in Downtown to make walking more comfortable. |
| | Encourage bicycle access to Downtown with bike racks and clearly designated bike routes. |
| Simplify and leverage the zoning code | Revise zoning code to better support walkable development in the Downtown core. |
| | Revise the zoning code to incentivize sharing of parking and underground parking for residential buildings. |
| | Require Transportation Demand Management program for all development above a certain size. |
| Enhance parking administration and operations | Adjust on street regulations and operations to maximize flexibility at the curb |
| | Establish formal collaboration between the City, County, and other parking stakeholders. |
| Provide Additional public parking as needed | Strategically invest in public and shared parking supply in key locations. |

Key Principles for New Parking Supply

- Ensure that parking is shared and open to the public to the greatest degree possible.
- Manage new parking as part of the larger system so that prices and regulations primarily incentivize use by long-term parkers. If off street parking is more expensive than on street parking, people will continue to circle and create congestion.
- Include technology and wayfinding that makes parking easy to locate and use.
- Contribute to the downtown environment by supporting strong urban design, pedestrian access and safety, and promote street activity via ground floor uses.

Specific Block By Block Recommendations

Block 52:

- provide 50 surface spaces for public use mid block when developing north half of block
- locate residential parking underground
- restripe Walnut Street with wider sidewalks for short term parking
- provide short term on-street parking on River Street
- expand public surface lot (50 spc) to south side of block when redeveloped.

Block 51

- combine surface lots midblock
- locate residential parking underground
- provide short term on-street parking on River Street
- provide short term on-street parking on Locust Street

Block 35

- expand mid-block lot (15 spc)when redeveloping south west corner of block.
- consider a midblock parking structure. This would require the re-routing of midblock utilities in order to preserve space for housing or other development to face the street.
- locate residential parking underground

Block 36

- maintain and expand mid block lot (15 spc) when redeveloping southwest corner of block
- locate residential parking underground
- provide short term on-street parking on 3rd Street

Other

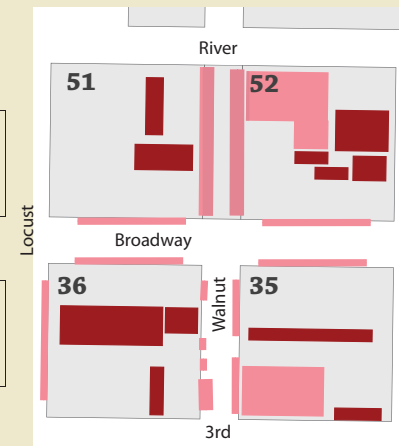
- work with property owners on blocks 31, 32, 18,17 to create shared parking arrangements

Supply and “Stacked” or “Unshared” Demand Analysis

Existing:

| | | | |
|----------------|--------|--------------------|--------------------|
| +23 spc | 11,500 | Non Residential SF | block 51 |
| | 68 spc | Parking Supply | |
| | 46 spc | “Stacked” Demand | |

| | | | |
|----------------|---------|--------------------|--------------------|
| +21 spc | 25,000 | Non Residential SF | block 36 |
| | 121 spc | Parking Supply | |
| | 100 spc | “Stacked” Demand | |



| | | | |
|--------------------|----------|--------------------|---------------|
| block 52 | 39,200SF | Non Residential SF | +3 spc |
| | 159 spc | Parking Supply | |
| | 156spc | “Stacked” Demand | |

| | | | |
|--------------------|---------|--------------------|----------------|
| block 35 | 22,500 | Non Residential SF | +94 spc |
| | 184 spc | Parking Supply | |
| | 90spc | “Stacked” Demand | |

| | | | |
|--------------|-----------|--------------------|-----------------|
| TOTAL | 98,200 SF | Non Residential SF | +140 spc |
| | 533 spc | Parking Supply | |
| | 392 spc | “Stacked” Demand | |



note: “stacked” parking demand assumes 4 spc / 1000 SF. This is greater than the current Monticello downtown standard of 2.8 spc / 1000 SF

note: existing non residential SF and its associated demand includes approximately 15,000 SF of building that is currently vacant

note: assumes all new residential parking is underground. This allows the middle of the block to be used for public parking.

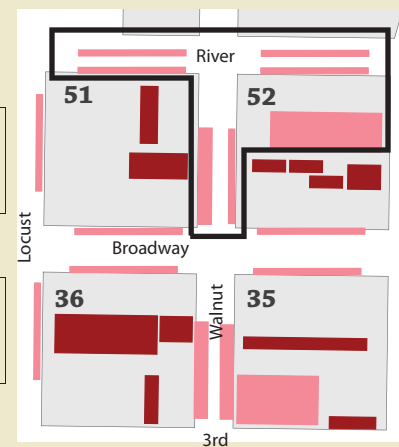
note: a complete parking analysis will incorporate utilization data as well as user group interviews to determine the most accurate possible analysis of parking.

Interim:

After development on Block 52 and Walnut Street improvements

| | | | |
|----------------|--------|--------------------|--------------------|
| +39 spc | 11,500 | Non Residential SF | block 51 |
| | 85 spc | Parking Supply | |
| | 46 spc | “Stacked” Demand | |

| | | | |
|----------------|---------|--------------------|--------------------|
| +21 spc | 25,000 | Non Residential SF | block 36 |
| | 121 spc | Parking Supply | |
| | 100 spc | “Stacked” Demand | |



| | | | |
|--------------------|---------|--------------------|----------------|
| block 52 | 34,000 | Non Residential SF | -24 spc |
| | 112 Spc | Parking Supply | |
| | 136 spc | “Stacked” Demand | |

| | | | |
|--------------------|---------|--------------------|----------------|
| block 35 | 22,500 | Non Residential SF | +94 spc |
| | 184 spc | Parking Supply | |
| | 90spc | “Stacked” Demand | |

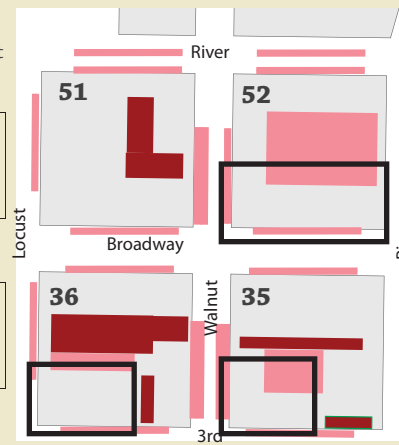
| | | | |
|--------------|-----------|--------------------|-----------------|
| TOTAL | 92,500 SF | Non Residential SF | +130 spc |
| | 502 spc | Parking Supply | |
| | 372 spc | “Stacked” Demand | |

Build Out:

After development on south side of Block 52, and south east corners of blocks 36 and 35.

| | | | |
|----------------|--------|--------------------|--------------------|
| +19 spc | 16,500 | Non Residential SF | block 51 |
| | 85 spc | Parking Supply | |
| | 66 spc | “Stacked” Demand | |

| | | | |
|----------------|---------|--------------------|--------------------|
| +36 spc | 25,000 | Non Residential SF | block 36 |
| | 136 spc | Parking Supply | |
| | 100 spc | “Stacked” Demand | |



| | | | |
|--------------------|-----------|--------------------|----------------|
| block 52 | 28,500 SF | Non Residential SF | +48 spc |
| | 162 Spc | Parking Supply | |
| | 114 spc | “Stacked” Demand | |

| | | | |
|--------------------|---------|--------------------|----------------|
| block 35 | 22,500 | Non Residential SF | +10 spc |
| | 100 spc | Parking Supply | |
| | 90spc | “Stacked” Demand | |

| | | | |
|--------------|-----------|--------------------|-----------------|
| TOTAL | 92,500 SF | Non Residential SF | +113 spc |
| | 483 spc | Parking Supply | |
| | 370 spc | “Stacked” Demand | |

| | |
|------------------------------|---|
| Recycling and Salvage Center | See Parking Schedule #1 [§ 153.067(H)(2)] |
| Self-Storage Facilities | 1.0 space per 100 lockers/units on the inside of the fenced area and at least five spaces outside the fenced area - If a caretaker's quarters is provided on-site, at least one covered parking space for exclusive use by the caretaker shall be provided |

3. Unusable space (e.g. entries, halls, service areas, bathrooms, etc) within uses may be excluded from floor area calculations when applicable.

4. Required parking spaces may be reduced through alternative development types (e.g. Planned Unit Development, etc) as permitted in this chapter.

(c) *CCD district exceptions.* Property owners in the CCD District shall comply with the parking supply requirements as listed in Table 4-7 of this chapter. However, property owners may be granted flexibility from a portion of their required parking supply under the following conditions:

1. Where the city finds that there will be adequate opportunity to provide public parking in the vicinity of the subject property, and at the city's option, the owner shall pay into a "CCD" parking fund an amount as established by City Council Resolution. Said fund shall be used for the acquisition, construction, and/or maintenance of publicly-owned parking in the "CCD" district.

2. The city may, in addition to, or as an alternative to, the option listed in §153.067(E)(4)(c)1. above, and at the discretion of the city, offer the property owner the opportunity to choose to supply parking at a rate which is 60% of the requirement listed in § 153.067 provided that the owner grants an easement to the public for automobile parking use over the subject area. The owner shall retain responsibility for maintenance of said parking area.

3. Location: Parking shall not be located on a parcel between the front building line of the principal building and the public street, except where expressly provided for by the City Council after recommendation from the Planning Commission.

(d) *Parking Stall Requirement: Schedule #1.* Uses subject to Off-Street Parking Schedule #1 must provide the minimum number of off-street parking spaces indicated in Table 4-8, Off-Street Parking Schedule #1.

| TABLE 4-8: OFF-STREET PARKING SCHEDULE #1 | |
|---|----------------------------------|
| Activity | Number of Spaces Required |
| TABLE 4-8: OFF-STREET PARKING SCHEDULE #1 | |
| Activity | Number of Spaces Required |
| Office or administrative area | 1.0 space per 300 square feet |
| Indoor sales area | 1.0 space per 200 square feet |
| Outdoor sales, display, or storage area (3,000 sq. ft. or less) | 1.0 space per 750 square feet |
| Outdoor sales, display, or storage area (over 3,000 sq. ft.) | 1.0 space per 1,000 square feet |
| Indoor Storage/Warehousing/Vehicle Repair/Manufacturing Area | |
| Less than or equal to 3,000 sq. ft. | 1.0 space per 200 square feet |
| 3,000 to 5,000 sq. ft. | 1.0 space per 500 square feet |
| 5,000 to 10,000 sq. ft. | 1.0 space per 750 square feet |
| Greater than 10,000 sq. ft. | 1.0 space per 1,250 square feet |

(e) *Parking Stall Requirement: Schedule #2.* Uses subject to Off-Street Parking Schedule #2 have widely varying parking demand characteristics, making it very difficult to specify a single appropriate off-street parking standard. Upon receiving a development application for a use subject to Schedule #2 standards, the Community Development Department is authorized to apply the off-street parking and loading standard specified for the listed use that is deemed most similar to the proposed use or establish minimum off-street parking requirements on the basis of a parking study prepared by the applicant. The 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 Community Development Department, 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.

(5) *Vehicular use area design conditional use permit.* Stall aisle and driveway design requirements outlined in § 153.067 may be lessened subject to the following conditions:

considering a request for such a permit, the Planning Commission shall not recommend that such permit be granted nor the Council approve such a permit except when the following conditions are found to exist:

(a) Up to 50% of the parking facilities required for a theatre, bowling alley, dance hall, bar, or restaurant may be supplied by the off-street parking facilities provided by types of uses specified as a primarily daytime use in division (d) below.

(b) Up to 50% of the off-street parking facilities required for any use specified under division (d) below as primary daytime uses may be supplied by the parking facilities provided by the following nighttime or Sunday uses: Auditoriums incidental to a public or parochial school, churches, bowling alleys, dance halls, theatres, bars, or restaurants.

(c) Up to 80% of the parking facilities required by §153.067 for a church or for an auditorium incidental to a public or parochial school may be supplied by off-street parking facilities provided by uses specified under division (d) below as primarily daytime uses.

(d) For the purpose of this section, the following uses are considered as primarily daytime uses: Banks, business offices, retail stores, personal service shops, household equipment or furniture shops, clothing or shoe repair or service shops, manufacturing, wholesale, and similar uses.

(e) Conditions required for joint use:

1. The building or use for which application is being made to utilize the off-street parking facilities provided by another building or use shall be located within 300 feet of such parking facilities with the following exception: For theatres located in the Original Plat of Monticello, theatre parking provided by another use shall be located within 500 feet of said theatre.

2. The applicant shall show that there is no substantial conflict in the principal operating hours of the two buildings or uses for which joint use of off-street parking facilities is proposed.

3. A properly drawn legal instrument executed by the parties concerned for joint use of off-street parking facilities, duly approved as to form and manner of execution by the City Attorney, shall be filed with the City Administrator and recorded with the County Recorder, Wright County.

(4) *Cross parking facilities for commercial, industrial and civic/institutional uses.* Adjoining business properties may allow cross parking and/or access if authorized by a conditional use per the requirements of § 153.028(D) and subject the following conditions:

(a) The required island and landscaping requirements in §153.060 are met.

(b) The vehicular use area meets the required setback at the perimeter of the parcels in question.

(c) The curb cut access locations to the parking lot(s) are approved by the city.

(d) A shared parking/access and maintenance agreement is provided by the parking owners and recorded against all subject properties.

(e) A properly drawn legal instrument executed by the parties concerned for joint use of off-street parking facilities, duly approved as to form and manner of execution by the City Attorney, shall be filed with the City Administrator and recorded with the County Recorder.

(Ord. 799, passed 2-27-2023)

EXHIBIT Z
Conditions of Approval
Conditional Use Permit for Cross & Joint Parking
106 Walnut Street | 155-010-052130

1. Provide a revised site plan illustrating available parking on-site up to six spaces, including verification of alley use to facilitate circulation. (This area may be used for motorcycle parking during warm seasons while still qualifying as six spaces of passenger vehicle parking for the purposes of parking demand calculations).
2. Execute a recordable cross easement for the public use of available parking on the restaurant site.
3. Pending any amendment to the City zoning ordinance for joint parking credit within the Central Community District, the conditional use shall include allowance for joint parking and payment into the City's parking fund as required for the final parking deficit.
4. Compliance with the terms of the City Building Official's letter dated February 25, 2025.
5. Comments and recommendations of other Staff and Planning Commission.