



**Planning Commission –AGENDA
January 13, 2025 - 6:00 P.M.
Foley City Hall**

1. Approve the agenda.

2. Approve the Planning Commission Minutes.
 - October 15, 2024

3. Election of Officers – Current are listed.
 - Chair – Bill Bronder
 - Vice-Chair – Rosalie Musachio
 - Secretary – Sarah Brunn, City Administrator

4. City Council Update

5. Foley Family Restaurant – Dave Wiltgen
 - Site Plan Review for addition of small breezeway.
 - No additional comments from staff as addition is in existing impervious.

6. Discussion on zoning ordinance amendments.
 - Parking requirements
 - i. See samples from St. Cloud & Milaca.
 - Commercial/Industrial Site Plan Review
 - i. Allow for staff to administratively approve minor additions/modifications?
 - ii. Suggested size, i.e. 200 square feet or less or a percentage?
 - Others?

7. Next Meeting Date
 - TBD

8. Adjourn

Current Planning Members:

Bill Bronder, Candice Kantor, Jeff Gondeck, Rosalie Musachio, Deb Mathiowetz, Jonathan Brenny

Planning Commission Minutes

Oct. 15, 2024 - 6:30 p.m.

Foley City Hall

Members Present: Jeff Gondeck, Bill Bronder, Candice Kantor, Deb Mathiowetz, Rosalie Musachio, and Jonathan Brenny

Members Absent: None.

Bronder called the Meeting to order @ 6:30 p.m.

Motion by Mathiowetz seconded by Gondeck to approve the agenda.

Motion carried.

Motion by Gondeck seconded by Mathiowetz to approve the minutes from Aug. 12, 2024.

Motion carried.

City Council Update

Gondeck gave an overview stating the wastewater project is about 95% complete with anticipated startup on Oct. 22. The candidate forum was held at the Gardens. Council also approved additional work on 13th Avenue to be included in the 2025 project. The city also received a Federal grant for water services in town to replaced lead galvanized piping. Letter will be sent to affected residents on the north side. Oct. 8 was Walk to School Day. Oct. 10 was the Touching Tables event with CARE. City-wide cleanup is Oct. 19. Gondeck also encouraged everyone to go out and vote. Questions and discussion followed.

ODAM Medical Center – 700 Penn Street – Rezoning, Parking Variance, Site Plan Review

Tom Herlitzke, developer from Maple Grove, MN, gave an overview of the proposed clinic and services provided. Discussion and questions followed.

Discussion on B-1 rezoning and possible conditional use. Brunn gave an overview of the zoning history of the property. More questions and discussion followed. City Engineer expressed concerns on water drainage.

Bronder expressed concerns that if the property is rezoned to B1, but then if the project doesn't move forward then it could open up concerns with other kinds of businesses coming in. The property is close to the school. Ashley Bukowski, City Attorney, stated that as long as the business was allowed under the ordinance then no restrictions could be made. The question is if the rezoning makes sense or if it is cohesive with the surrounding properties. Need to look at the city's land use plan. The plan shows it is a good candidate to rezone to a B1. Brunn explained the notification process for rezoning.

Discussion on parking variance. Brunn gave an overview on the size of the parking. There are two sets of tests in the state code. The applicant was able to meet the test on one. Bukowski stated she believed the applicant meets the requirement for the parking. Foley does have a high requirement for parking. The application is also consistent with the city's comprehensive plan. The buildable space on the lot does not allow for a lot of parking spaces. This wouldn't alter the essential character of the neighborhood.

Discussion and questions on the site plan. Comments from Public Works and the City Engineer are included with the site plan. Bukowski stated Public Works looked into sidewalk extension to Hwy 23. Might not be best to include sidewalk at this time, but could be added with a future trail extension. The City Engineer will complete the review of the site plan and make recommendations. Bukowski listed other conditions needed for final approval.

Motion by Musachio, seconded by Mathiowetz, to recommend approval of rezoning application, variance application, and the site plan to the city council.

Motion carried, unanimously.

Brunn stated staff would prep Public Hearing notices and they would be sent soon for the Nov. 12 council meeting. Gondeck asked if Dr. Odam would be available to attend the council meeting. Herlitzke said Dr. Odam would be most likely able to attend.

Other Business

Parking requirements discussion and future topics.

Next meeting date is TBD.

Motion to adjourn the meeting by Gondeck seconded by Mathiowetz.

Motion carried, unanimously.

Meeting adjourned 7:20 p.m.

Submitted by: Sara Judson Brown, Administrative & Communications Assistant

City of Foley Site Plan Review Application

Street Location of Property: 240 1st Ave West Foley MN 56329

Legal Description of Property: _____

Current Zoning of Property: B-2 Proposed Zoning: No Change

Type of Request: Entry way addition to front of existing building
 *** (Attach narrative describing details of project scope) ***

Property Owner: David & Carol Wilgen 320-292-5383

Name: _____ Phone: _____
 Address: 12820 Junquil Rd NE PO Box 507
Foley, MN 56329 Fax: D.wilgen507@gmail.com
 Email: _____

Applicant: Same as Owner _____
 Name: _____ Phone: _____

Address: _____ Fax: _____
 _____ Email: _____

Type of Request & Fee Amount:

| | | |
|----------------------------|--------------------------|----------|
| <input type="checkbox"/> D | Rezoning/Amendment | \$250.00 |
| <input type="checkbox"/> D | Conditional Use Permit | \$250.00 |
| <input type="checkbox"/> D | Variance | \$250.00 |
| <input type="checkbox"/> D | Planned Unit Development | \$250.00 |

| | | |
|---------------------------------------|-------------------------------|------------|
| <input type="checkbox"/> D | Preliminary Plat | \$500.00 |
| <input type="checkbox"/> D | Final Plat | \$ |
| <input type="checkbox"/> D | Annexation | \$400.00 + |
| <input checked="" type="checkbox"/> D | Site Plan Review/Other | \$ |
| Total Fees Paid | | \$ |

Has a request been made previously on this property? Yes No Explain: 2008

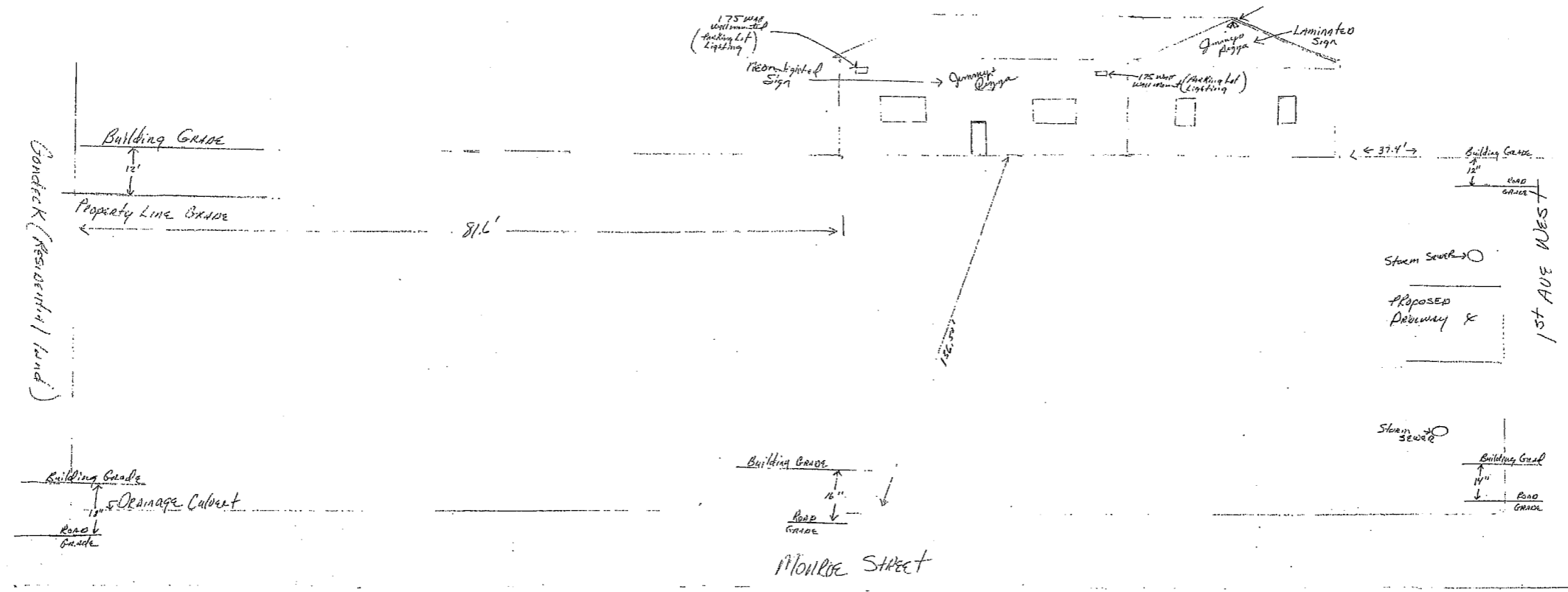
This application must be completed in full, be typewritten or clearly printed, and must be accompanied by all information, supporting documents and plans as required by applicable City Ordinance provisions. A determination of completeness of the application shall be made within ten business days of the application submittal. A written notice of application deficiencies shall be mailed to the applicant.

This is to certify that I am making application for the described action by the City and that I am responsible for all City requirements with regard to this request. This application should be processed in my name and I am the party whom the City should contact regarding any matter pertaining to this application. I have attached a copy of proof of ownership (either copy of Owner's Duplicate Certificate of Title, Abstract of Title or purchase agreement), or I am the authorized person to make this application and the fee owner has also signed this application.

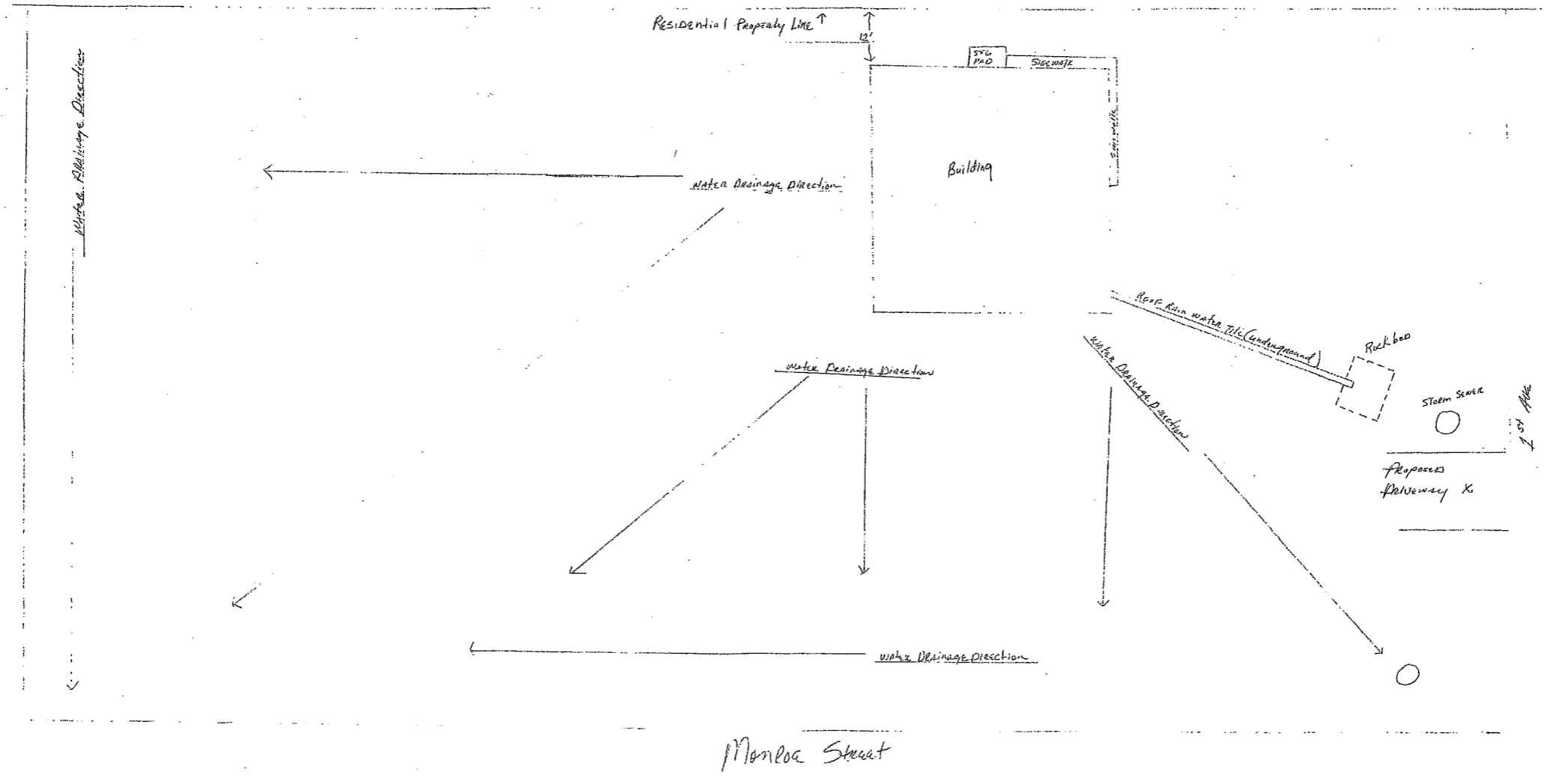
- Supporting Documents Attached
 - Appropriate Fees Paid
 - Review by City Staff
 - Completed Application Accepted
- Application Filed: _____
 Date Fees Paid: _____
 Staff Initials: _____
 Date Application Accepted: _____

Signature of Applicant _____ Date _____ Signature of Fee Owner _____ Date _____

Drawing #2

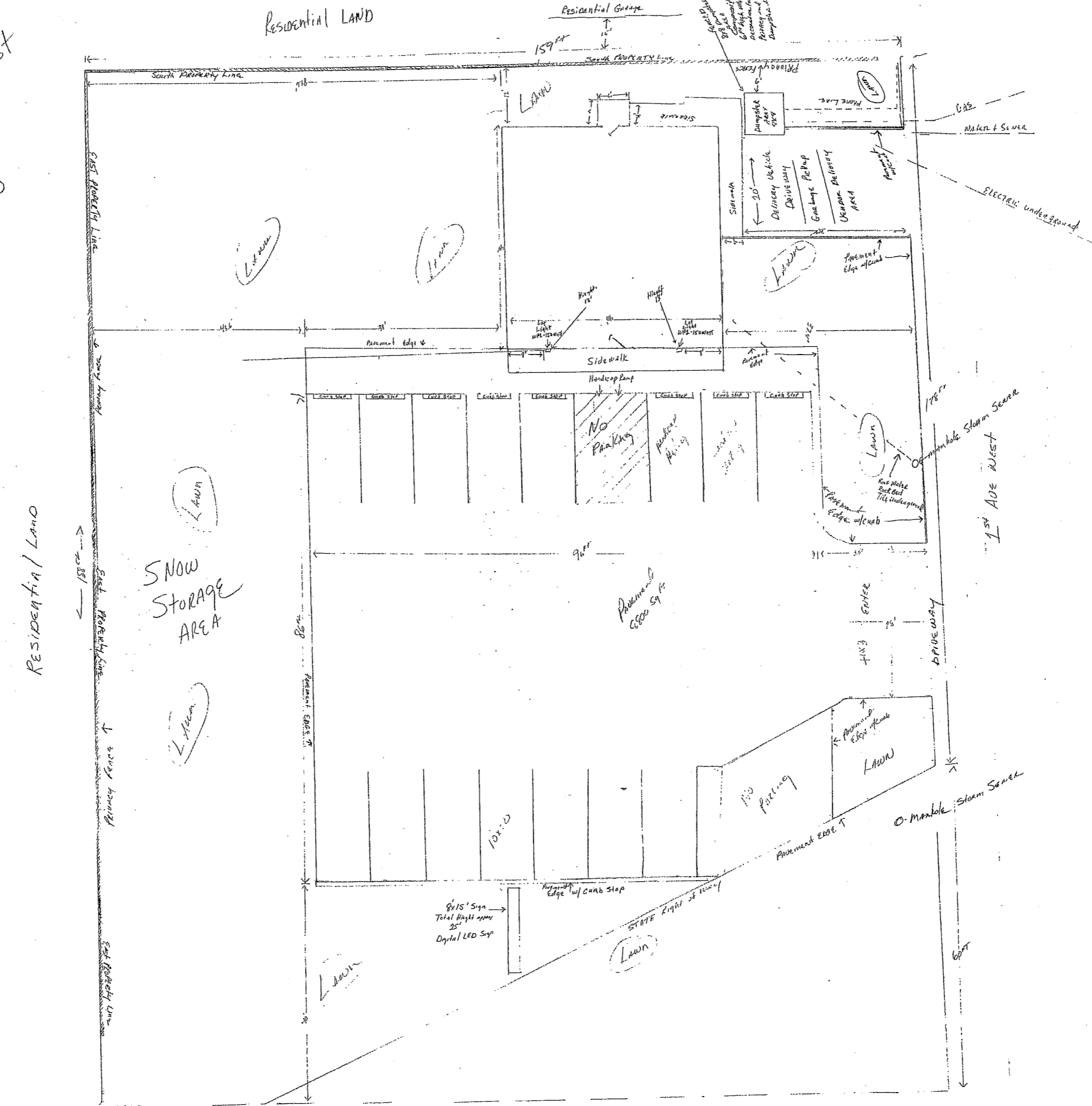


Drawing #3 ↓



Site Plan
240 1st Ave West

DAVE WILLYGEN
1-08-2008
12-25-2024



60
49
184
28
59

Monroe Street



Christine Scherbing, Auditor-Treasurer
 531 Dewey Street, P.O. Box 129
 Foley, MN 56329-0129
 Phone: 563-262-1111
 Fax: 563-262-1112
 www.auditor-treasurer.com

TAX STATEMENT

2024

2023 Values for Taxes Payable in

VALUES AND CLASSIFICATION

| Taxes Payable Year: | 2023 | 2024 |
|--------------------------|---------|---------|
| Estimated Market Value: | 110,500 | 141,300 |
| Homestead Exclusion: | | |
| Taxable Market Value: | 110,500 | 141,300 |
| New Improvements: | | |
| Property Classification: | COMM | COMM |

Bill: 8253

Property ID #: 13.00117.00

Taxpayer: 11999

DAVID W WILTGEN &
 CAROL ANN WILTGEN
 PO BOX 507
 FOLEY MN 56329-0507

00002450



Desc: Sect-26 Twp-037 Range-029 AUDITORS SUBD SE4 SW4 SEC 26
 Lot-005 EXC E 50 FT & S 20 1/2 FT EXC HWY

Sent March 2024

PROPOSED TAX

2,714.00

Sent in November 2024

\$\$\$
REFUNDS?

You may be eligible for one or even two
 refunds to reduce your property tax.
 Read the back of this statement to find
 out how to apply.

Step
 1

Step
 2

Step
 3

PROPERTY TAX STATEMENT

| | |
|---------------------------------|-----------------|
| First half taxes due: | 1,387.00 |
| Second half taxes due: | 1,387.00 |
| Total Taxes Due in 2024: | 2,774.00 |

Property: 240 1ST AVE W
 Address: FOLEY MN 56329

| Taxes Payable Year: | 2023 | 2024 |
|--|--------------------------------|-----------------|
| 1. Use this amount on Form M1PR to see if you are eligible for a property tax refund. File by August 15. If this box is checked, you owe delinquent taxes and are not eligible. <input type="checkbox"/> | | |
| 2. Use these amounts on Form M1PR to see if you are eligible for a special refund. | 0.00 | 0.00 |
| Property Tax and Credits | | |
| 3. Property taxes before credits | 2,314.00 | 2,724.00 |
| 4. Credits that reduce property taxes: | | |
| A. Agricultural Market Value Credits | | |
| B. Other Credits | | |
| 5. Property taxes after credits | 2,314.00 | 2,724.00 |
| Property Tax by Jurisdiction | | |
| 6. County BENTON COUNTY | 805.77 | 932.31 |
| 7. City or Town FOLEY | 1,004.00 | 1,197.84 |
| 8. State General Tax | | |
| 9. School District 0051 | | |
| A. Voter Approval Levies | 236.27 | 263.79 |
| B. Other Local Levies | 267.96 | 330.06 |
| 10. Special Taxing Districts | | |
| 11. Non-school voter approved referenda levies | | |
| 12. Total property tax before special assessments | 2,314.00 | 2,724.00 |
| Special Assessments on Your Property | | |
| 13. Special assessments | | |
| SWF24-0 | Int: 50.00 Principal: 50.00 | 50.00 |
| 14. YOUR TOTAL PROPERTY TAX AND SPECIAL ASSESSMENTS | 2,364.00 | 2,774.00 |

PAYABLE 2024 2nd HALF PAYMENT STUB

TO AVOID PENALTY PAY ON OR BEFORE: OCTOBER 15

SECOND HALF DUE

Property ID#: R13.00117.00
 ID# 11999
 TAX BILL: 8253

DAVID W WILTGEN &
 CAROL ANN WILTGEN
 PO BOX 507
 FOLEY MN 56329-0507

SECOND 1/2 TAX AMOUNT DUE: 1,387.00

PENALTY:

TOTAL:

MAKE CHECKS PAYABLE TO:
 Christine Scherbing, Auditor-Treasurer
 531 Dewey Street, P.O. Box 129
 Foley, MN 56329-0129



PLEASE RETURN AND RETURN THIS STUB WITH YOUR SECOND HALF PAYMENT (DO NOT STAPLE)

PAYABLE 2024 1st HALF PAYMENT STUB

TO AVOID PENALTY PAY ON OR BEFORE: MAY 15

FIRST HALF DUE

Property ID#: R13.00117.00
 ID# 11999
 TAX BILL: 8253

DAVID W WILTGEN &
 CAROL ANN WILTGEN
 PO BOX 507
 FOLEY MN 56329-0507

FULL TAX AMOUNT: 2,774.00

FIRST 1/2 TAX AMOUNT DUE: 1,387.00

PENALTY:

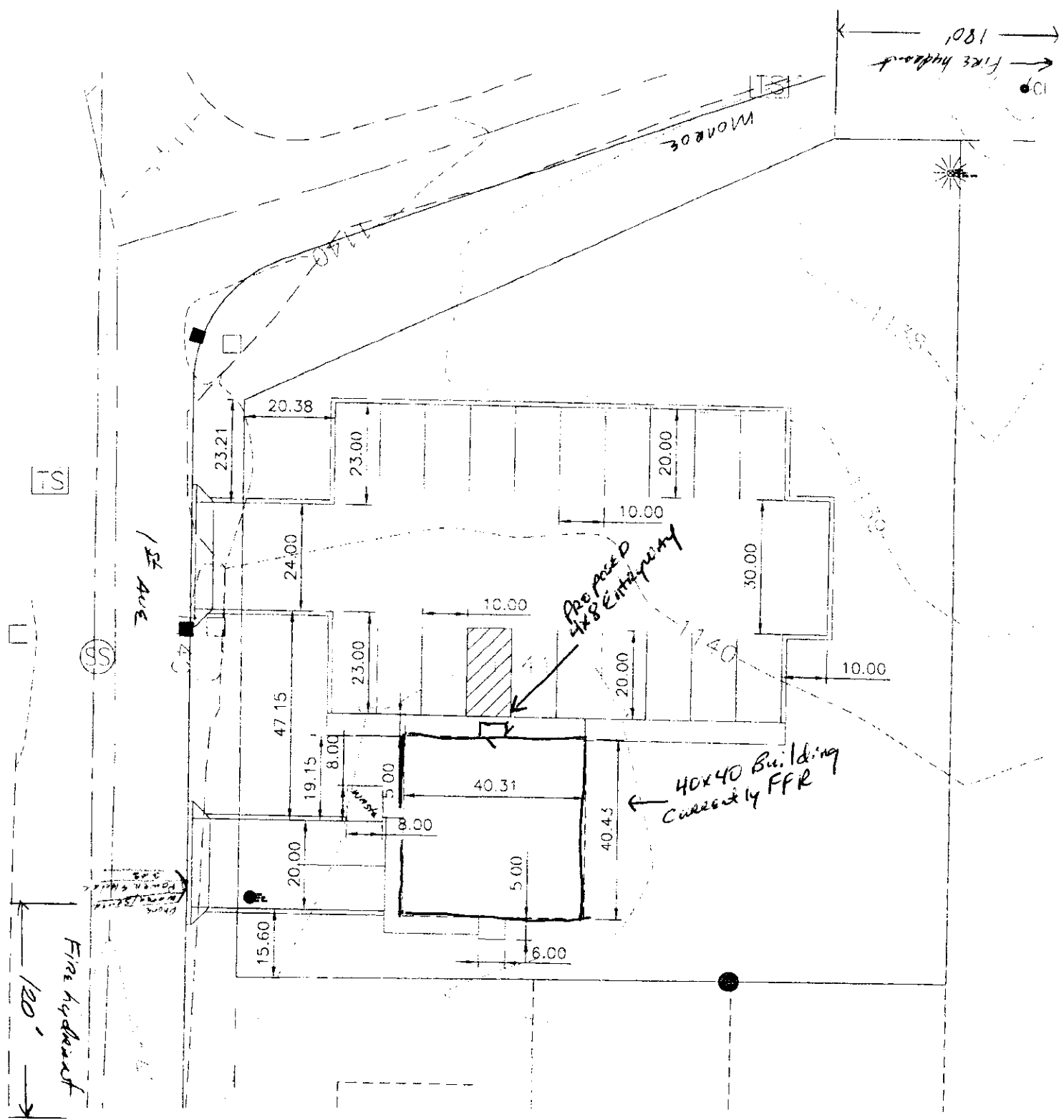
TOTAL:

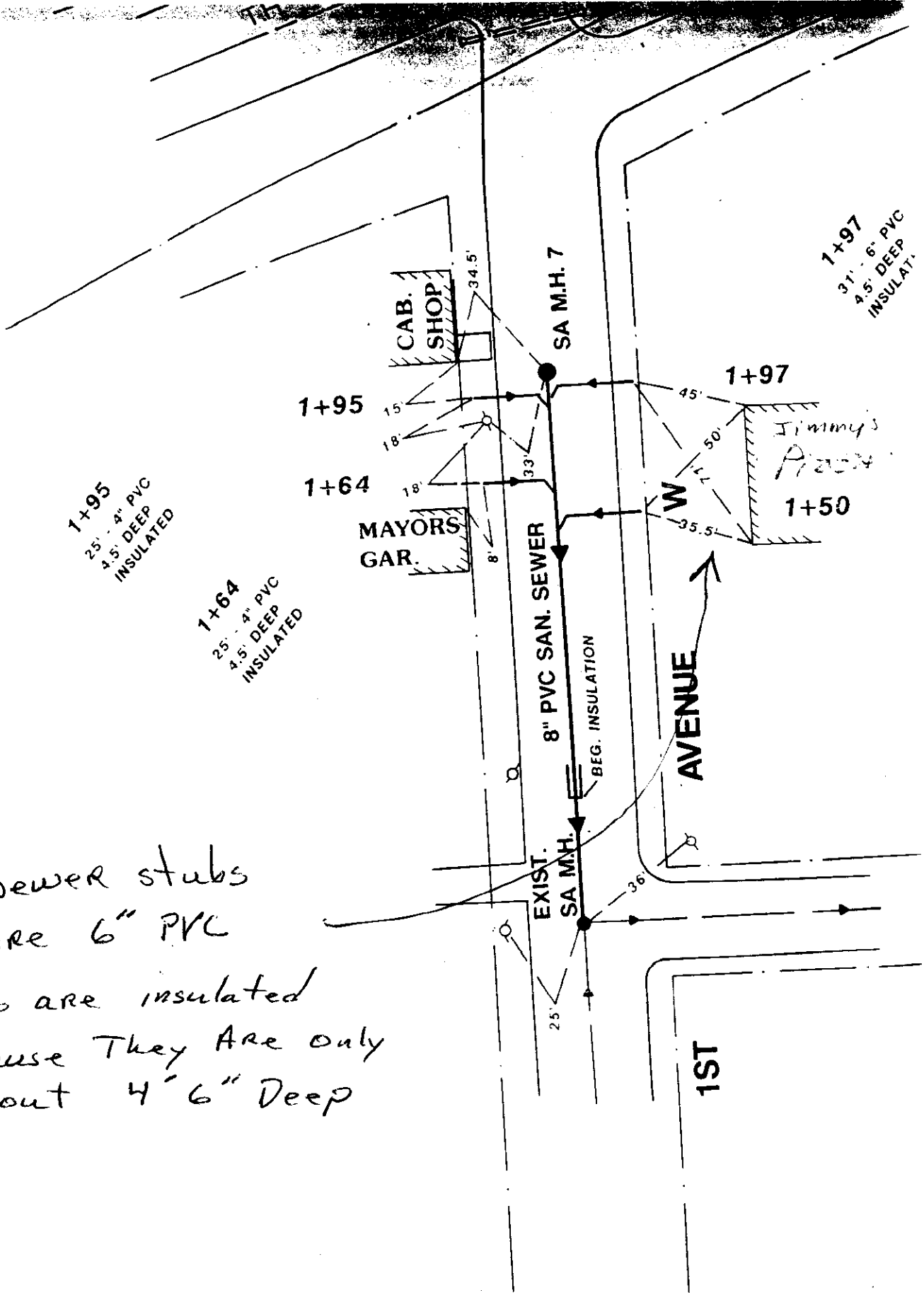
MAKE CHECKS PAYABLE TO:
 Christine Scherbing, Auditor-Treasurer
 531 Dewey Street, P.O. Box 129
 Foley, MN 56329-0129



PLEASE RETURN AND RETURN THIS STUB WITH YOUR FIRST HALF PAYMENT (DO NOT STAPLE)

Site Plan B





1+95
25' - 4" PVC
4.5' DEEP
INSULATED

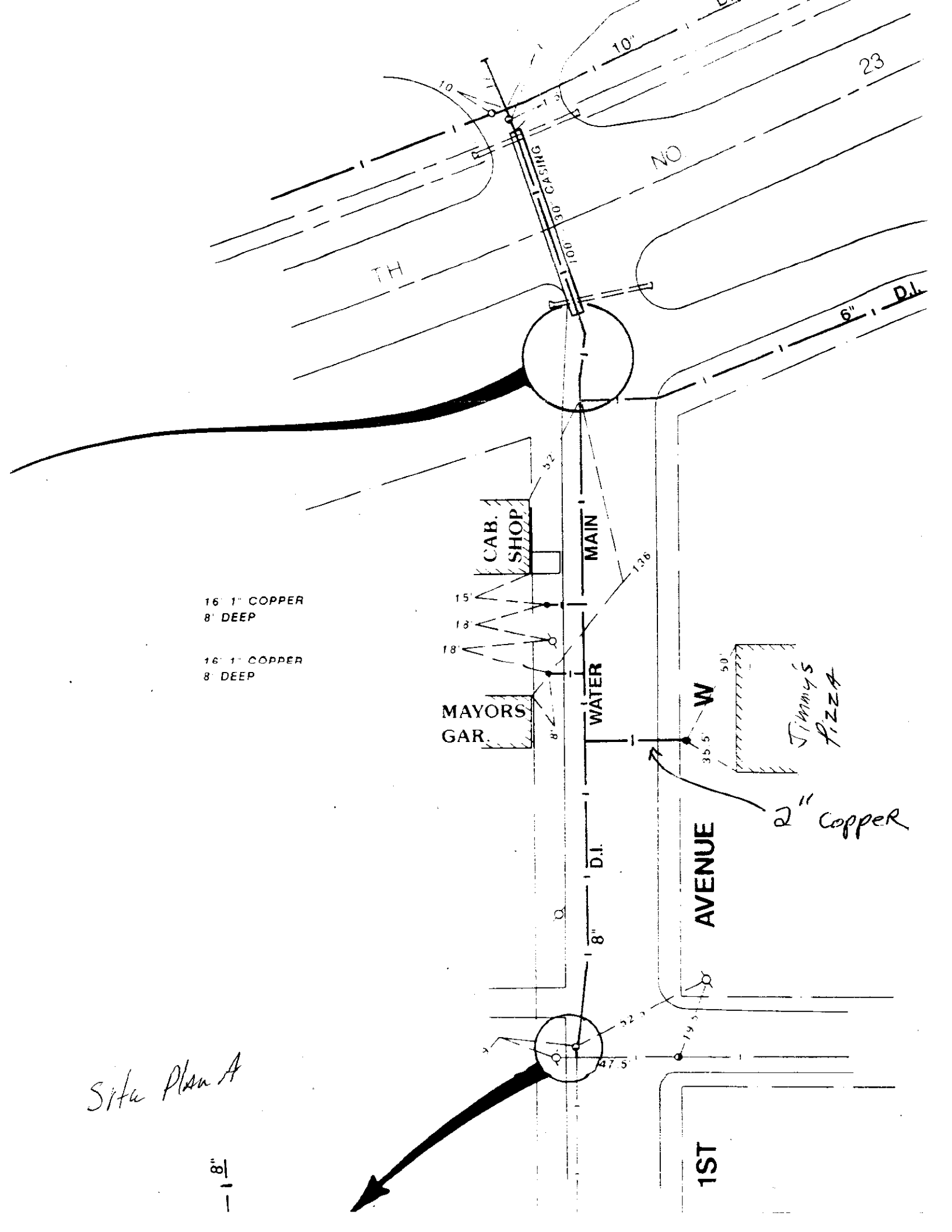
1+64
25' - 4" PVC
4.5' DEEP
INSULATED

1+97
31' - 6" PVC
4.5' DEEP
INSULATED

Sewer stubs
Are 6" PVC

Also are insulated
Because They Are only
About 4' 6" Deep

Site Plan A-1



16 1/2" COPPER
8" DEEP

16 1/2" COPPER
8" DEEP

Site Plan A

- 1 8" -



AVENUE

1ST

CAB. SHOP

MAYORS GAR.

JIMMY'S PIZZA

CROSSING

MAIN

WATER

D.I.

8"

47.5'

32.3'

19.3'

100'

30"

10"

6" D.I.

1.36

15'

18'

18'

32'

50'

35.5'

10"

23

NO

TH

10

10

10

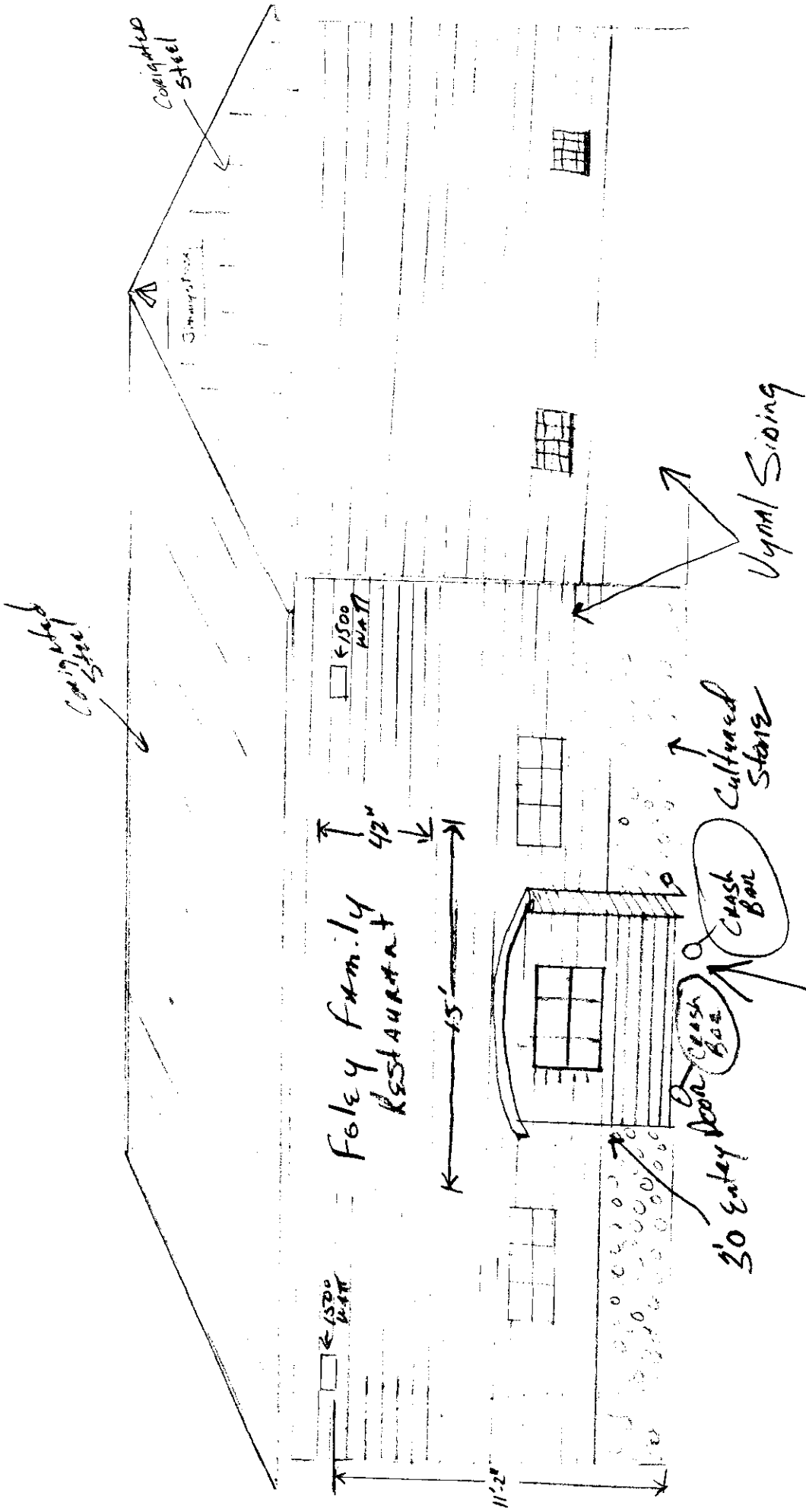
10

10

10

10

10

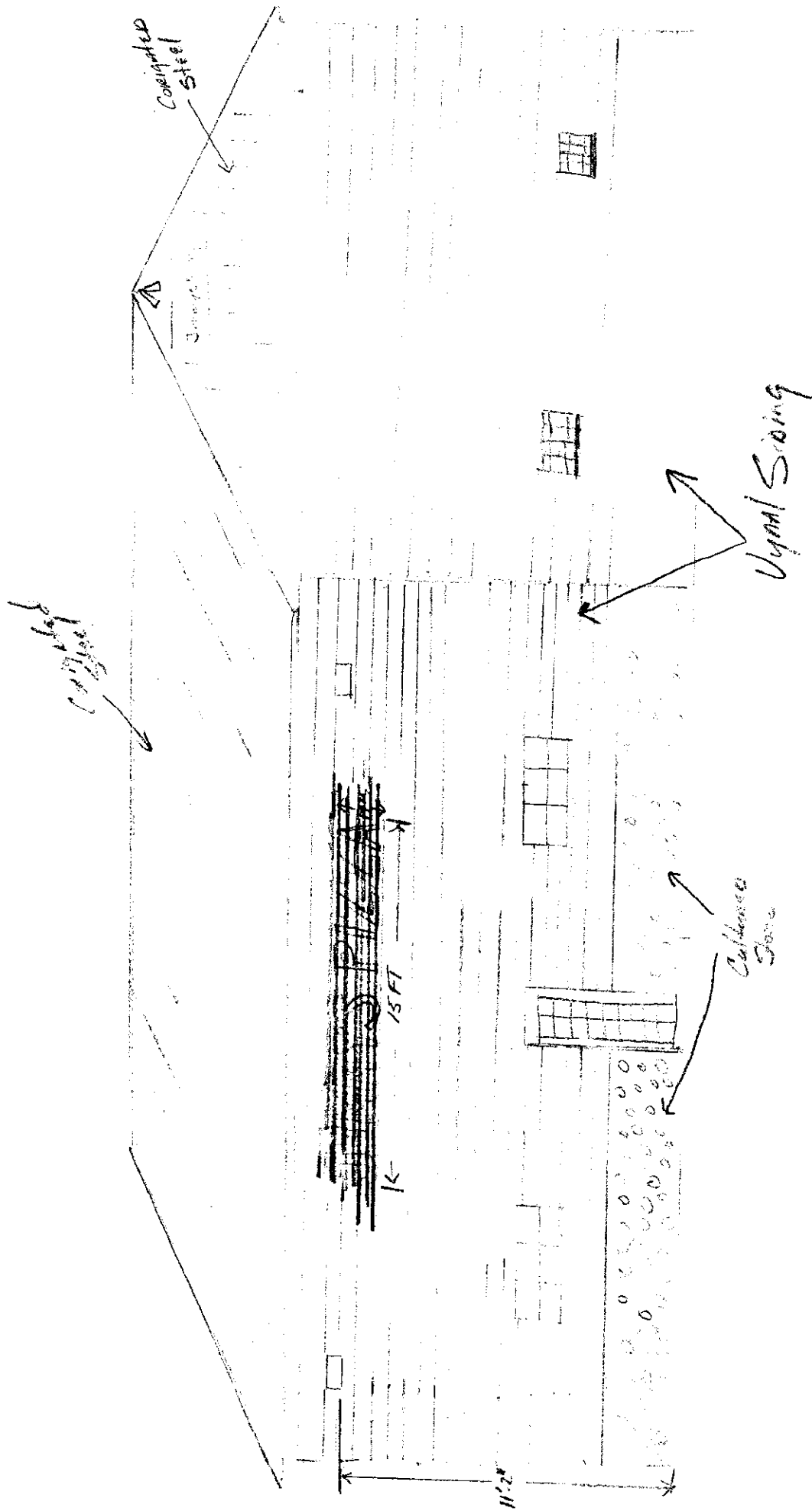


Proposed Entry way

ADDITION 8' x 8' in front
 (Crash Bars in front of entry way shown)

SITE PLAN E

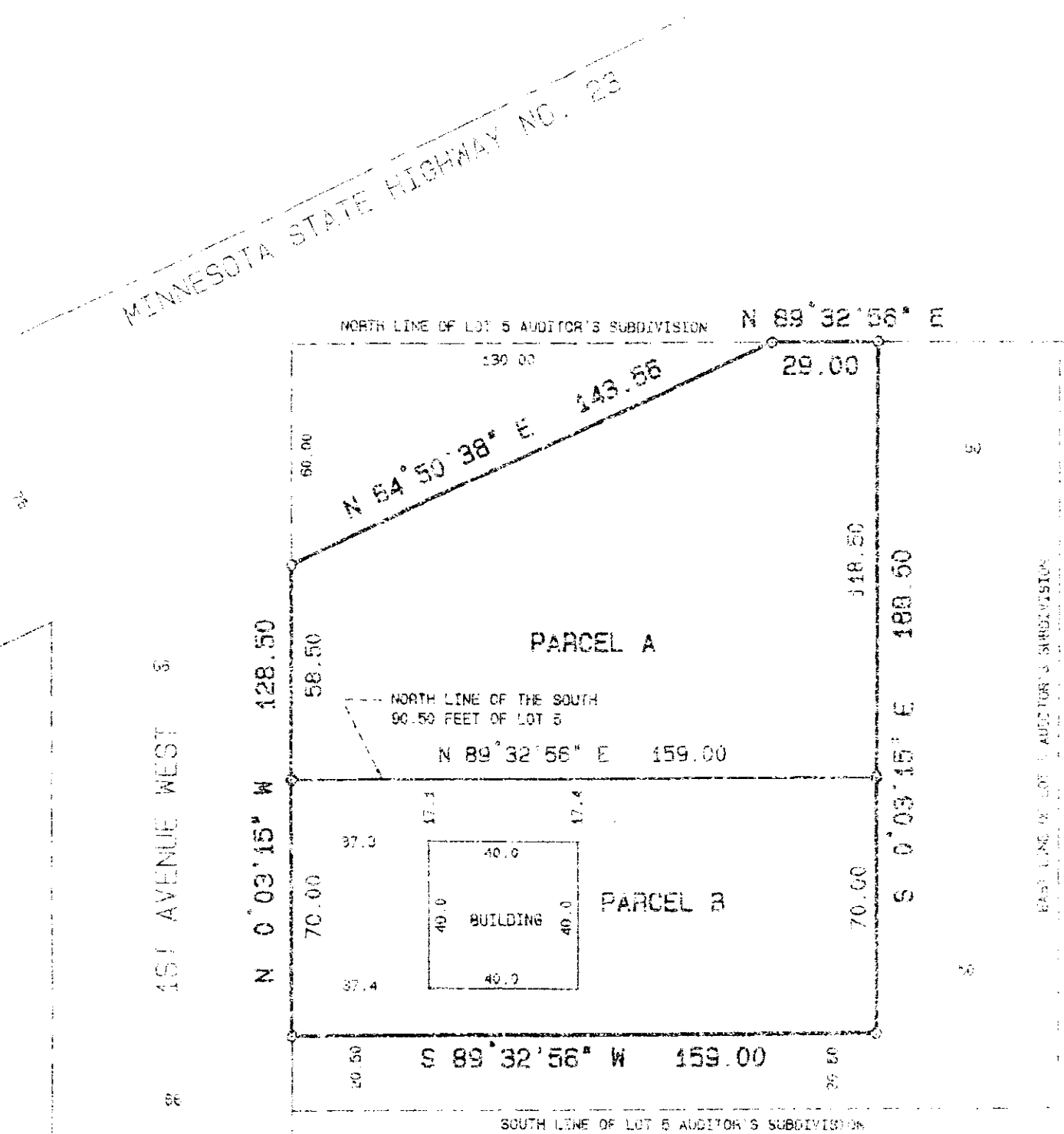
Current & Proposed Use of Property



Currently Foley Family Restaurant

Site Plan E

Certificate of Survey for



WILLIAMSON KOTSMITH, INC.
 engineers land surveyors
 centennial place
 2008 8th street north
 saint cloud, minnesota 56303

TABLE 16-3: REQUIRED OFF-STREET PARKING**City of St. Cloud**

| USE | REQUIRED NUMBER OF OFF-STREET PARKING SPACES |
|---|--|
| Residential Uses | |
| Assisted Living Facility | .50 spaces per dwelling unit |
| Convalescent Home | 1 space for each 4 beds |
| Dormitory | 1 space for lodging unit (bed) |
| Dwelling, Multi-Family: Excluding R-3 & R3A Districts | 2 spaces per dwelling unit |
| Dwelling, Two-Family & Multi-Family: R-3 & R-3A Districts | 1-Bedroom: 2 spaces per dwelling unit 2-Bedroom: 2 spaces per dwelling unit 3+ Bedroom: 3 spaces per dwelling unit |
| Dwelling, Single-Family | 2 spaces per dwelling unit |
| Dwelling, Townhouse | 2 spaces per dwelling unit |
| Dwelling, Two-Family | 2 spaces per dwelling unit |
| Fraternity/Sorority House | .75 space per lodging unit (room) |
| Independent Living Facility | 1.25 spaces per dwelling unit. |
| Lodging House | .75 space per person |
| Manufactured Housing Park | 2 spaces per manufactured home |
| Manufactured Home | 2 spaces per home |

TABLE 16-3: REQUIRED OFF-STREET PARKING

| USE | REQUIRED NUMBER OF OFF-STREET PARKING SPACES |
|---|--|
| Nursing Home | 1 space per 4 beds + 1 space per 3 employees on the major shift |
| Residential Facility | 1 space per 4 beds |
| Temporary Shelter Facility | .25 space per bed |
| Institutional and Public Uses | |
| Homeless Day Center | 1 space per full-time employee or volunteer on largest shift + 1 space per 10 persons based on maximum occupancy |
| Museum | 1 space for each 800 sf of gross floor area |
| Places of Assembly: Auditorium, Stadium, Gymnasium, Community Center & Place of Worship | 1 space per 4 seats in the largest area of assembly + 1 space per 300 sf of gross floor area of office |
| School | Elementary, Middle & Junior High School: 1 space per faculty and staff member on the largest work shift High School: 1 space per 3 students based on the design capacity, plus 1 space per faculty and staff member on the largest work shift |
| Commercial Uses | |
| Animal Hospital | 1 space per 600 sf of gross floor area |

TABLE 16-3: REQUIRED OFF-STREET PARKING

| USE | REQUIRED NUMBER OF OFF-STREET PARKING SPACES |
|--|---|
| Art Gallery | 1 space for each 800 sf of gross floor area |
| Beauty/Barber Shop | 2 spaces per chair + 1 per three employees |
| Bed & Breakfast Facility | 2 spaces + 1 space per sleeping room |
| Bowling Alley | 5 spaces for each lane or alley |
| Car Wash | 1 space per wash lane + 1 space per employee on largest shift |
| Club | 1 space per lodging unit + spaces equal to 20% capacity of club or lodge |
| Commercial Kennel | 1 space per 600 sf of gross floor area |
| Dance Establishment | 1 space per 4 persons based on design capacity + 1 space for every employee on the largest work shift |
| Day Care Facility (More Than 16 Persons) | 1 space for each 10 persons |
| Drive-In Establishment | 1 space per 2 employees + customer spaces |
| Dry Cleaner | 1 space per 300 sf of gross floor area |
| Financial Institution | 1 space per of gross floor area |

TABLE 16-3: REQUIRED OFF-STREET PARKING

| USE | REQUIRED NUMBER OF OFF-STREET PARKING SPACES |
|---|--|
| Furniture Stores | Retail Floor Space Less Than 100,000 sf: 1 space per 1,000 sf of gross floor area Retail Floor Space More Than 100,000 sf: 1 space per 1,200 sf of gross floor area |
| Hospital | 1 space per 4 beds + 1 space per 3 employees on largest shift |
| Hotel/Motel | 1 space per lodging unit |
| Laundromat | 1 space per 300 sf of gross floor area |
| Medical/Dental Office | 6 spaces for each doctor/dentist |
| Mortuary | 1 space per 4 seats in the largest area of assembly + 1 space per 300 sf of gross floor area of office |
| Office | 1 space per 300 sf of gross floor area |
| Personal Services Establishment: Heavy Commercial Use | 1 space per 600 sf of gross floor area |
| Personal Services Establishment: Light Commercial Use - 20,000 sf of gross floor area or less | 1 space per 300 sf of gross floor area |
| Restaurant (Excluding Drive-In Establishment) | 1 space per 4 seats + 1 per 2 employees |

TABLE 16-3: REQUIRED OFF-STREET PARKING

| USE | REQUIRED NUMBER OF OFF-STREET PARKING SPACES |
|--|--|
| Retail Goods Establishment: Heavy Commercial Use | 1 space per 600 sf of gross floor area |
| Retail Goods Establishment: Light Commercial Use - 20,000 sf of gross floor area or less | 1 space per 300 sf of gross floor area |
| Shopping Center | 1 space for each 300 sf of gross floor area |
| Service Station | 3 spaces per each service stall + 1 space per each attendant on the major shift |
| Tavern | 1 space per 100 sf of gross floor area + 1 space per employee based on the largest shift |
| Industrial Uses | |
| Manufacturing & Assembly | 3 spaces per 1,000 sf of gross floor area + 1 space per 300 sf of gross floor area of office |
| Print Shop | Buildings Less Than 5,000 sf: 1 space per 300 sf of gross floor area Buildings 5,000—25,000 sf: 1 space per 450 sf of gross floor area Buildings More Than 25,000 sf: 1 space per employee on largest shift + 1 space per company vehicle |

TABLE 16-3: REQUIRED OFF-STREET PARKING

| USE | REQUIRED NUMBER OF OFF-STREET PARKING SPACES |
|---------------------------------------|---|
| Warehousing, Wholesale & Distribution | Buildings up to 10,000 sf of gross floor area: 1 space per 1,000 sf of gross floor area; Buildings from 10,001 to 50,000 sf of gross floor area: 1 space per 2,500 sf of gross floor area; Buildings larger than 50,000 sf of gross floor area: 1 space per 4,000 sf of gross floor area; + 1 space per 300 sf of gross floor area of office |

City of Milaca

§ 156.084 NUMBER OF REQUIRED SPACES.

The following minimum of off-street parking and loading spaces shall be provided and maintained.

| Uses | Number of Spaces Required |
|--|--|
| Uses | Number of Spaces Required |
| Auto repair, bus and taxi terminals, boat and marine sales and repair, bottling company, garden supply store, building material sales in structure | 8 spaces plus 1 additional space per 800 sq. ft. of floor area over 1,000 sq. ft. |
| Automobile service station (motor fuel station) | 4 spaces plus 2 spaces for each stall |
| Boarding house, fraternity | 2 spaces for each 3 persons (for whom accommodations are provided for sleeping) |
| Bowling alley | 5 spaces per lane or alley |
| Car wash, automatic drive through | 5 stacking spaces |
| Car wash, self-service | 2 spaces |
| Church, theater, auditorium, or gymnasium | 1 space each for each 4 seats of main assembly hall as determined by the Minnesota State Building Code |
| Drive-in establishment and convenience food | 1 space for each 150 sq. ft. of gross floor area or number of stalls plus one-half stall for every employee |
| Elderly housing | One-half space per unit |
| Hospital | 2 spaces per bed |
| Manufacturing, fabricating, or processing of a product or materials; warehouse, storage, or post office | 1 space per 400 sq. ft. of gross floor |
| Miniature golf course, archery range, golf driving range | 10 spaces respectively |
| Motels, hotels | 1 space for each rental room plus spaces required for restaurant |
| Multiple family dwelling | 2 free spaces per unit |
| Nursing home, day nursery, sanitarium, or rest home | 4 spaces plus 1 for each 3 beds |
| Office buildings, banks, professional offices, animal hospitals | 1 space per 200 sq. ft. of gross floor area |
| Restaurants, cafes, private clubs, bars, taverns, and nightclubs | 1 space for 40 sq. ft. of gross floor area of dining and bar area and 1 space per 80 sq. ft. of kitchen area |
| Retail sales and services with 50% or more of floor area devoted to storage, warehouse, and/or industry | 1 space per 200 sq. ft. of gross floor area devoted to sales or service plus 1 space per 500 sq. ft. of storage area |
| Retail store and service establishment | 1 space per 250 sq. ft. of floor area |
| Schools Elementary or Jr High School | 1.5 spaces for each classroom, plus 1 space for every 75 sq. ft. of assemble are in an |

| | |
|--|---|
| High School | auditorium, plus 1 bus loading space for each 100 students or portion thereof. 5 spaces for each classroom, plus 1 space for each 75 sq. ft. in assemble rooms and auditoriums, plus 1 bus loading space for each 100 students or portion thereof. |
| Single family, two family, and townhouse dwelling | 2 spaces per unit |
| Skating rink, dance hall, and public auction house | 1 space per 200 sq. ft. of gross floor area |
| Undertaking establishments | 1 space per 50 sq. ft. of gross floor area |

(Ord. 134/94, passed 3-24-94; Am. Ord. 453, passed 7-18-19)

**SECTION 7
PARKING AND LOADING**

Subdivision 1: PARKING SPACES.

The amount of required off-street parking for new uses or buildings and additions to existing buildings will be determined using the following table. The number of spaces specified below must be irrevocably reserved for parking purposes for the specified use.

1. Single family, two family and townhouse units. Two (2) spaces per Dwelling Unit.
2. Boarding house. At least two (2) parking spaces for each three (3) persons for whom accommodations are provided for sleeping.
3. Multiple family dwellings. Two (2) spaces per Dwelling Unit.
4. Motels, motor hotels, hotels. One (1) space per each rental unit plus one (1) additional space for each ten (10) units and one (1) space for each employee on any shift.
5. Church, theater, auditorium. At least one (1) parking space for each four (4) seats based on the design capacity of the main assembly hall.
6. Hospitals. Two (2) spaces per each bed.
7. Medical, dental or hospital outpatient clinics. One (1) space for each one hundred ten (110) square feet of net floor area or seven and one-half (7-½) spaces per doctor, whichever number of parking spaces is greater.
8. Rest home, nursing home or day nurseries. Four (4) spaces plus one (1) for each three (3) beds for which accommodations are offered.

9. Elderly (senior citizen) housing. One (1) space per unit.
10. Drive-in establishment and fast food. At least one (1) parking space for each thirty-five (35) square feet of gross floor area but not less than fifteen (15) spaces.
11. Office buildings and professional offices. One (1) space for each two hundred (200) square feet of floor area.
12. Bowling alley. At least five (5) parking spaces for each alley, plus additional spaces as may be required herein for related uses contained within the principle structure.
13. Motor fuel station. At least four (4) off-street parking spaces plus two (2) off-street parking spaces for each service stall. Those facilities designed for sale of other items than strictly automotive products, parts and/or service will be required to provide additional parking in compliance with other applicable sections of this Ordinance.
14. Retail store (including convenience stores) and service establishment. At least one (1) off-street parking space for each two hundred (200) square feet of floor area.
15. Retail sales and service business with fifty (50) percent of gross floor area devoted to storage, warehouses and/or industry. One (1) space for each two hundred (200) square feet devoted to public sales and/or service plus one (1) space for each two thousand (2000) square feet of storage area or one (1) space for each employee on the maximum shift which is appropriate.
16. Restaurants, cafes, private clubs serving food and/or drinks bars, taverns, nightclubs. At least one (1)

space for each sixty (60) square feet of gross floor area.

17. Funeral Homes. At least twenty (20) parking spaces for each chapel or parlor, plus one (1) parking space for each funeral vehicle maintained on the premises. Aisle space may also be provided off the street for making up a funeral procession.
18. Auto repair, bus terminal, boats and marine sales and repair, bottling company, shop for a trade employing six (6) or less people, garden supply store, building material sales in structure. Eight (8) off-street parking spaces, plus one (1) additional space for each six hundred (600) square feet of space.
19. Manufacturing, fabricating or processing of a product or material; warehouse, storage, handling of bulk goods, post offices. At least eight (8) spaces, plus one (1) space for each two (2) employees on each shift based on maximum planned employment or at a minimum one (1) space for each six hundred (600) square feet of floor area.
20. Car wash. (In addition to required magazine or stacking space.)
 - A. Automatic drive through, serviced. A minimum of ten (10) spaces, or one (1) space for each employee on the maximum shift, whichever is greater.
 - B. Self-service. A minimum of two (2) spaces.
 - C. Motor fuel station car wash. Zero (0) in addition to that required for the station.

Subdivision 2: RULES FOR DETERMINING PARKING SPACES REQUIRED.

1. Rounding Up. When the determination of the number of required parking spaces results in a fractional space that fraction shall be rounded up to equal one (1) space.
2. Floor Area. In the case of offices, merchandising or service types of uses "floor area" means the gross floor area used or intended to be used for services to the public as customers, patrons, clients or patients, including areas occupied by fixtures and equipment used for display or sale of merchandise.
3. Use Not Listed. Where a use is not specifically mentioned, off-street parking requirements are the same as for similar uses as determined by the Zoning Administrator.
4. On-Street Parking Not Included. On-street parking is not to be counted when calculating the off-street parking requirements in this Section.
5. "B-1" Central Business District. Off-street parking is not required within the "B-1" Central Business District.

Subdivision 3: OFF-STREET PARKING REQUIREMENTS.

In all districts where off-street parking is permitted or required, the off-street parking area must be constructed and maintained subject to the following regulations:

1. Adequate Ingress and Egress. All off-street parking areas must provide adequate ingress and egress to at least one public street.
2. Hard Surface Required. All off-street parking areas, including parking lots and driveways, must be constructed of concrete, blacktop, or a similar hard, durable and dust-free surface which must be designed to properly drain surface water and prevent water drainage onto adjacent properties or walkways. Gravel and crushed granite type surfaces are

specifically prohibited. Crushed granite is allowed as an alternative to hard surface within the side yard and back yard of residential zoned property as in noncustomer areas (excluding ingress and egress) of the Industrial Park District only which includes the area south of Highway 23 until the Burlington Railroad bed and west of Highway 25 within the city limits.

3. Setback From Adjoining Residential Uses. Whenever an off-street parking area boundary adjoins residentially zoned property, a setback of eight (8) feet from the lot line is required. This setback also applies to driveways to and from parking areas. The setback area must be a Greenbelt.
4. Curbing Required to Protect Adjoining Properties. Curbs or other protections against damage to adjoining properties, streets and sidewalks must be provided and maintained.
5. City Council Approval Required. Prior to starting construction on any off-street parking lot the plans must be approved by the City Council after review and recommendation of the Planning Commission.
6. Parking Space Size. Unless otherwise specified in this Ordinance, parking spaces must contain an area of at least two hundred (200) square feet and must be at least 10 x 20.
7. Industrial District - Front Yard Parking. Parking lots for automobiles and other motor vehicles are permitted in the front and side yards in Industrial Districts if screened by a Green Belt of at least eight (8) feet in width. Industrial Districts adjacent to residentially zoned property have a greater setback as established in specific district.
8. Dwelling Off-street Parking. Off-street parking facilities for residential dwellings must be provided

and located on the same lot or parcel of land as the building they are intended to serve.

9. Non-Dwelling Off-Street Parking. Non-dwelling off-street parking spaces must be located within three hundred (300) feet of the building they are intended to serve, as measured from the nearest point of the off-street parking facilities and the nearest point of the structure.
10. Shared Parking Areas. Nothing in this Section should be construed to prevent shared off-street parking facilities for two (2) or more buildings; however, the total spaces must be equal to or greater than the sum of the requirements for the various individual uses.
11. Building Expansions Require Compliance with Parking Requirements. If a use requiring off-street parking is increased in floor area, and the use is located in a building existing on or before this Ordinance's effective date, additional parking space for the additional floor area must be provided as required by this Section.
12. Building Expansions Into Parking Areas. Nothing in this Section is intended to prevent the extension of or an addition to a building or structure into an existing parking area when the same amount of space taken by the extension or addition is provided by an enlargement of the existing parking area or is replaced by an additional area within three hundred (300) feet of the building.
13. Screening. Any off-street parking area containing five (5) or more parking spaces must be screened from any adjacent residential area by proper landscaping as approved by the City Council after review and recommendation of the Planning Commission.

14. Maintenance. All parking areas must be maintained in good condition without holes and free of all dust, trash and other debris.
15. Lighting. All parking area lighting must be directed away from adjacent property and must conform to the lighting requirements of this Ordinance.
16. Entrance/Exit Width. No entrance to or exit from a parking area may be more than thirty (30) feet in width. Except in an R-1 District, off-street parking areas must be designed so that vehicles are not required to back into the street or right-of-way.
17. Handicapped Parking. If required by the State Building Code, Handicapped parking must be provided according to State Building Code requirements and meet the requirements of Section 5 of this Ordinance.
18. Permits. When not provided for in a building or other permit, a person must obtain a driveway permit from the City to construct or alter any driveway or other off-street parking area.

Subdivision 4: LOADING AREAS.

1. Loading Spaces.
 - A. Loading space will not be construed as supplying off-street parking space.
 - B. For new construction occurring after the date of the adoption of this Ordinance, truck loading and receiving areas may not be on the front side of a building facing the street (this does not include truck entrances).
2. Loading Berths Required. Any structure, with a gross floor area of ten thousand (10,000) square feet or more, which is to be erected or substantially altered and which requires the receipt or distribution of

materials or merchandise by trucks or similar vehicles, must provide off-street loading meeting the following requirements:

| <u>Gross Floor Area</u> <u>square feet</u> | <u>Minimum required</u> <u>loading berths</u> |
|---|--|
| 10,000 to 16,000 | 1 |
| 16,000 to 40,000 | 2 |
| 40,000 to 70,000 | 3 |
| 70,000 to 100,000 | 4 |
| each additional 40,000 | 1 additional |

3. Crushed Granite. Crushed granite is allowed as an alternative to hard surface in non-customer areas (excluding ingress and egress) of the Industrial Park District only which includes the area south of Highway 23 until the Burlington railroad bed and West of Highway 25 within the city limits.

Section 7, Subdivision 3, paragraph 2 and Subdivision 4, paragraph 3 of the Zoning Ordinance Number 319 was amended by Ordinance Number 399, adopted August 9, 2011 and published May 22, 2012.

Section 7, Subdivision 3 – Off-Street Parking Requirements, #17 Handicapped Parking, amended by Ordinance Number 418, adopted November 18, 2014 and published November 25, 2014.

Section 7, Subdivision 3 – Hard Surface Required #2, amended by Ordinance Number 448, adopted April 7, 2020 and published April 14, 2020.