



## **PARKING COMMISSION AGENDA**

City of Brainerd, Minnesota  
City Hall, 501 Laurel Street, Council Chambers  
Wednesday, August 2, 2023 @ 8:00 AM

The public is invited to attend these meetings in person

**Meetings are broadcast on CTC ch 8, Charter ch 181, YouTube, AppleTV, Roku, and Amazon FireTV**

1. **Call To Order**

2. **Roll Call**

\_\_\_B. Billman-Arndt \_\_\_W. Erickson \_\_\_C. Marohn \_\_\_K. Yeager \_\_\_VACANT

3. **Pledge of Allegiance**

4. **Approval Of Agenda - Voice Vote**

5. **New Business**

A. **Discussion on the Parking Rates for City Lots**

B. **Discussion on Proposed Off-Street Parking Ordinance**

6. **Public Forum**

Time allocated for citizens to bring matters not on the agenda to the attention of the Commission -  
Time limits may be imposed

7. **Staff Reports**

(Verbal: Any Updates since Packet)

8. **Commission Member Reports**

9. **Adjourn**

Visit the City's Website at [www.ci.brainerd.mn.us](http://www.ci.brainerd.mn.us)

### MISSION

*"Provide high quality, cost effective public services and leadership in creating a sustainable city"*

# MEMO



**TO:** Parking Commission  
**FROM:** Connie Hillman, City of Brainerd Finance Director  
**DATE:** July 28, 2023  
**RE:** Discussion on the Parking Rates for City Lots

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The Parking Commission's recommendation relating to parking rates for city lots that was adopted by City Council at the February 22, 2022 meeting was to increase the rates effective April 1, 2022 and to review rates each November to determine whether a rate increase is necessary for the following year. A portion of the plan and the minutes from the council meeting are attached.

Also attached, is a spreadsheet that attempts to analyze the impact of the increase in rates. However, the increase in rates is not the only factor that affects occupancy. For example, the new high school parking lot opened up in October 2022 which also could have had an impact on occupancy.

The cash balance of the parking fund is still negative, so there is still have some ground to make up. Below is a chart showing the cash balance as of certain dates:

12/31/2019	(\$14,629)
12/31/2020	(\$30,594)
07/31/2021	(\$18,953)
12/31/2021	(\$27,981)
07/31/2022	(\$9,308)
12/31/2022	(\$27,500)
07/28/2023	(\$11,677)

**Action Requested:**

Discussion of analyze and provide direction to staff.

Council Member Johnson stated to Staff that he does not believe this project meets the requirements for a planned unit development.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND STUNEK TO UPHOLD THE PLANNING COMMISSIONS RECOMMENDATION TO NOT SUPPORT THE PLANNED UNIT DEVELOPMENT.

### **Consideration of Revised Parking Commission Recommendations**

Community Development Director Chanski reviewed the changes made to the parking plan after the recommendations made in December 2021. Highlighted changes included changes to the leased parking lot rates and strict enforcement by the Police Department with increased parking time from 2 hours to 3 and adjusting the enforcement period to 7:00 a.m.-5:00 p.m. with elimination of grace period and business validation. Finally, the Parking Commission requests that the commission be reestablished as a standing committee that meets at least bi-annually.

Chief Bestul stated that this is an enforceable matter. The Police Department will be developing a strategy to enforce the adjusted parking times. He encouraged citizens to “walk a block” to free parking.

Council Member Johnson stated that he agrees with adjusting the lease lots to come in line with the market rate.

Council Member Erickson is concerned about the resources and time that this will take by the Police Department.

Mayor Badeaux stated that if the commission does indeed become a standing commission, clear direction and goals should be assigned.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND PRITSCHET, DULY CARRIED, TO ACCEPT THE REVISED PARKING PLAN AND DIRECT STAFF TO BEGIN THE NECESSARY PROCESS TO IMPLEMENT IT, INCLUDING RECONSTITUTING THE PARKING COMMISSION AS A STANDING COMMITTEE WITH THE UNDERSTANDING THAT THEY WILL BE RESPONSIVE TO CHANGE IN THE FUTURE.

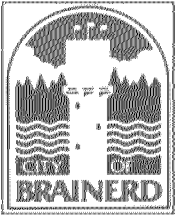
### **Committee Recommendations- Recommended by Mayor Badeaux**

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND PRITSCHET, DULY CARRIED, TO CONFIRM KEVIN YEAGER TO THE ECONOMIC DEVELOPMENT AUTHORITY AND HOUSING REDEVELOPMENT AUTHORITY.

### **Call for Applicants – Informational:** **(Application Information at [www.ci.brainerd.mn.us/boards/](http://www.ci.brainerd.mn.us/boards/))**

**Mayor Recommended:** (terms to expire on 12/31 of said year)  
Cable TV Advisory Committee – 2 terms (Expire 2022) --1 term (Expire 2024)  
Charter Commission – 1 term (Expire 2022) 1-term (Expire 2025)  
Rental Dwelling License Board of Appeals – 3 terms (Expire 2022)

**Mayor Recommended:** (terms to expire 09/07 of said year)



# Brainerd City Council Agenda Request

**Requested Meeting Date:** February 22, 2022

**Title of Item:** Consideration of Revised Parking Commission Recommendations

<input type="checkbox"/> INFORMATION ONLY <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> P&F COMMITTEE <input type="checkbox"/> SPW COMMITTEE <input checked="" type="checkbox"/> MAIN AGENDA	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) *provide copy of published hearing notice <input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading
<b>Submitted by:</b> Community Development Director	<b>Department:</b> Community Development
<b>Presenter (Name &amp; Title):</b> David Chanski & Kevin Yeager	<b>Estimated Time Needed:</b> 10 minutes
<b>Summary of Issue:</b> <p>The Parking Commission presented their original recommendations to the City Council in workshop in October 2021, and the City Council formally considered the recommendations in December 2021. Upon consideration, the City Council sent the recommendations back to the Parking Commission to reconsider their numbers and remove the parking meter recommendation.</p> <p>The Commission reconvened on January 20 and February 10 to revise their recommendations as requested. The revised Parking Plan is attached.</p>	
<b>Alternatives, Options, Effects on Others/Comments:</b> <p>The primary revisions to the Parking Commission's Parking Plan are:</p> <ul style="list-style-type: none"> <li>- Adjusted the leased parking lot rates to \$40/month for the Burlington Northern, Alley, and City Hall lots while keeping the Maple lot at the originally proposed \$25/month.</li> <li>- Revised Recommendation #2 by replacing parking meters as the parking enforcement method with increased parking times and strict enforcement by the Police Department.</li> <li>- Reconstitute the Parking Commission from an Ad Hoc committee to a standing committee to meet at least bi-annually to with the initial committee being made up of the current 5 members of the Parking Commission to ensure continuity.</li> </ul>	
<b>Recommended Action/Motion:</b> <p>Action options include:</p> <p>1) Motion to accept all the Parking Commission's recommendations and direct staff to begin the necessary processes to implement them, including reconstituting the Parking Commission as a standing committee.</p> <p>or</p> <p>2) Separate motions to accept or deny each individual recommendation and direction to staff as to how to implement each individual accepted recommendation.</p>	
<b>Financial Impact:</b> <p>Is there a cost associated with this request: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>What is the total cost, with tax and shipping \$ _____</p> <p>Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p><u>Please Explain:</u> Potential costs to each recommendation are provided in the Parking Plan.</p>	

## THE PARKING PLAN 2.0

### OVERVIEW

The Parking Commission was tasked by the City Council to study and make recommendations regarding parking in the City of Brainerd with specific emphasis on reviewing the City's leased parking. With a focus on the downtown area, the Parking Commission discussed the various issues they see as business owners, patrons, advocates, and residents of the downtown. These discussions included members of city staff (City Administrator, City Engineer, Community Development Director, Police Chief, and Finance Director), members of the City Council, and members of the public through a town hall meeting held in June. The Commission also conducted a parking study of the downtown area. The Commission presented their original recommendations to the City Council in workshop in October 2021, and the City Council formally considered the recommendations in December 2021. Upon consideration, the City Council sent the recommendations back to the Parking Commission to reconsider their numbers and remove the parking meter recommendation. The following recommendations are revised per the City Council's comments and direction.

### RECOMMENDATIONS

**Recommendation #1:** Increase the rates for leased lots to a level that adequately funds the Parking Fund and review rates each November to determine whether a rate increase is necessary for the following year. The Commission recommends the following changes to the fee schedule:

Parking Lot	Current Rate	Proposed Rate	Current Anticipated Net Revenue	Anticipated Net Revenue with Proposed Changes
Burlington Northern	\$20.00 & \$25.00	\$40.00	(\$20,641)	(\$7,578)
Maple	\$15.00	\$25.00	\$8,086	\$14,974
Alley	\$35.00	\$40.00	\$2,504	\$4,642
City Hall	\$35.00	\$40.00	\$3,393	\$3,927
	Total Net Revenue		(\$6,658)	\$15,965

**Justification:** The need for an increase in rates is multifaceted. First, the Burlington Northern lot annually operates in a deficit and is ultimately subsidized by the Maple lot, Alley, and City Hall lot. While simply raising the rates for the Burlington lot would address the deficit issue, the Commission believes that the City should also likewise increase the rates for the Maple lot, Alley, and City Hall lot to bring them closer in line with what may be charge by the private sector. Finally, increased rates will ensure that the Parking Lot Fund is fully self-sufficient moving forward.

Parking lot rates were last adjusted in 2019. At that time, the Burlington Northern lot was increased from \$10.00 and \$15.00, and both the Alley and the City Hall lot were increased from

\$25.00. The Maple lot was the one lot whose rate was decreased from \$20.00. The reasoning for the decrease at that time was because the average occupancy of the lot was less than 45% and the decrease was aimed at getting more people to park there. However, since September of 2019, the lot has maintained full occupancy most of the year as students have been parking in the lot due to the Brainerd High School construction project. Even though most of these students give up their spots in the summer months (June through August), the lot has continued to maintain an occupancy greater than 60% during those months. Additionally, roughly half of the commercial spaces downtown were vacant and approximately 25 rental units have been added downtown since 2019. With the increased activity downtown as well as the greater awareness of the Maple lot due to the high school project, staff believes that the Maple lot will continue to have a high occupancy rate into the future even after the high school project is completed.

**Implementation Cost:** Staff time

**Implementation Timeline:** First full quarter upon adoption

**Recommendation #2:** The Parking Commission recommends the following parking enforcement measures be taken:

- Between Front St. and Maple St. and S. 6<sup>th</sup> St. and S. 8<sup>th</sup> St, change on-street parking times from 2 hours to 3 hours.
- Adjust the enforcement time period from 8:00am to 5:00pm Monday through Friday to 7:00am to 5:00pm Monday through Friday.
- Direct the Police Department to conduct strict and consistent enforcement during the enforcement period.
- Eliminate the business validation policy.
- Update all signage to reflect the time changes and install additional signage to ensure clear communication of parking restrictions.

**Justification:** One of the primary issues with downtown parking that the Commission reviewed is the balance of allowing enough time for on-street parking on the core downtown streets for business patrons to shop, eat, and enjoy all that downtown has to offer while keeping commercial and residential tenants from monopolizing the prime parking areas. Additionally, the necessary increase in leased lot rates may result in existing lessors choosing to end their leases and take their chances with on-street parking. Therefore, a critical component to any improvements in downtown parking is enforcement.

Increasing on-street parking from 2 hours to 3 hours should allow sufficient time for most patrons to enjoy the downtown but will likely result in further abuse by residential and commercial tenants. Therefore, strict and consistent enforcement by the Police Department is necessary. To further avoid abuse, the Commission recommends that the Police Department provide no grace period in their enforcement and eliminate the business validation policy, which has been abused by businesses validating each other's parking violations in previous years. Finally, all signage in the downtown will need to be changed to reflect the time changes, and

2021

LOT	CAPACITY	COST	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
MAPLE	62	15	53	54	55	53	53	43	37	49	62	62	62	62
ALLEY	37	35	34	36	36	36	36	36	37	37	37	37	37	37
BN	59	20/25	55	57	56	57	57	58	59	59	59	58	58	59
CH	8	40	8	8	8	8	8	8	8	8	8	8	8	8
<hr/>			150	155	155	154	154	145	141	153	166	165	165	166

Average Occupancy 155.75 Percentage of Occupancy 93.8%

2022

LOT	CAPACITY	COST	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
MAPLE	62	\$25.00	62	62	62	61	61	50	49	54	62	52	52	51
ALLEY	37	\$40.00	37	36	36	35	35	35	32	32	34	35	36	36
BN	59	\$40.00	58	58	58	46	45	45	47	48	45	43	46	46
CH	7	\$40.00	7	7	7	7	7	7	7	7	7	7	7	7
<hr/>			164	163	163	149	148	137	135	141	148	137	141	140

Maximum Revenue (April - Dec) Actual Revenue (April - Dec)

\$ 13,950	
\$ 13,320	
\$ 21,240	
\$ 2,520	
<hr/>	
\$ 51,030	\$ 41,780

Average Occupancy 147.17 Percentage of Occupancy 89.2%  
 Average Occupancy (April - December) 141.78 85.9%

2023

LOT	CAPACITY	COST	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
MAPLE	62	\$25.00	43	45	45	48	48	30	26					
ALLEY	37	\$40.00	36	36	34	34	35	32	29					
BN	59	\$40.00	41	41	41	42	41	41	43					
CH	7	\$40.00	7	7	7	7	7	7	7					
<hr/>			127	129	127	131	131	110	105					

Maximum Revenue (Jan - July) Actual Revenue (April - Dec)

\$ 10,850	
\$ 10,360	
\$ 16,520	
\$ 1,960	
<hr/>	
\$ 39,690	\$ 37,698

Average Occupancy 122.86 Percentage of Occupancy 74.5%



# Brainerd City Council Agenda Request

**MEETING DATE:** August 2, 2023

**TITLE OF ITEM:** Discussion on Proposed Off-Street Parking Ordinance

**AGENDA:** Parking Commission Meeting

**ACTION REQUESTED:** Discussion Item

**SUBMITTED BY:** James Kramvik, Community Development Director

**DEPARTMENT:** Community Development

**PRESENTER:** James Kramvik, Community Development Director

**ESTIMATED TIME (MIN):** 30 min

**SUMMARY OF ISSUE:** The new Zoning Code was adopted in July of 2022 but it did not make any significant changes to Section 515-4-12 Off-Street Parking. Staff did not have a clear understanding of the functionality of Section 515-4-12 as commercial districts were exempt from off-street parking regulations and space requirements. In 2022, the Community Development Department commissioned a survey from its in-office intern to collect data on off-street parking requirements in Brainerd. To evaluate the state of off-street parking spaces, staff produced a numerical value; the percentage of spaces present verses the required spaces by code for each building in the survey and then for each region. This allowed staff to observe areas where adjustments to parking requirements may need to increase or decrease. After research into the regulations in other communities related to off-street parking and a review of the City's parking infrastructure, the Community Development Department presented its draft of the amended Off-Street Parking Ordinance for the Brainerd Zoning Code. The Planning Commission reviewed and commented on this document at their regularly scheduled meeting on July 19. The Planning Commission directed staff to present the draft to the Parking Commission for comment before holding a public hearing on the proposed amendment to Section 515-4-12 of the Zoning Code.

**ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:** Objectives of the proposed parking ordinance:

- Create parking maximums in all non-residential zoning districts.
- Determine a new standard for the minimum residential parking required, that prioritizes a more compact and less burdensome parking footprint.
- Include the Accessory Dwelling Unit in the parking minimum formula.
- Incentivize businesses to increase bicycle spaces in the Commercial Districts.
- Regulate parking on unimproved surfaces in the rear yard.

This draft actively addresses all these directions while simplifying the existing and overly complex parking ordinance for the City of Brainerd. The current solutions contained in this document have

research-based justifications and precedent based on other municipalities domestically and regionally. Please see the attached draft ordinance for further details.

**RECOMMENDED ACTION/MOTION:** Review and provide comment for staff regarding the proposed amendment to Section 515-4-12, Off-Street Parking

**FINANCIAL IMPACT:** N/A

**ORDINANCE  
NO. 15\_\_**

**AN ORDINANCE AMENDING SECTION 515-4-12 OFF-STREET PARKING & 515-3-28  
OUTDOOR STORAGE**

THE CITY COUNCIL OF THE CITY OF BRAINERD DOES ORDAIN:

**SECTION ONE:** Section 515-4-12.B of the City Code is hereby amended as indicated, with deleted language struck out and new language underlined:

B. Application of Off-Street Parking Regulations. The regulations and requirements set forth herein shall apply to all off-street parking facilities, ~~except single family detached and duplex dwellings,~~ in all of the Zoning Districts of the City.

**SECTION TWO:** Section 515-4-12.D of the City Code is hereby amended as indicated, with deleted language struck out and new language underlined:

~~D. Exemptions from Parking Requirements. All uses located within the Commercial Corridor (CC), General Commercial (GC), Town Center (TC), Main Street (MS), and General Industrial (GI) Zoning District shall be exempt from the following off-street parking requirements of this Ordinance.~~

**SECTION THREE:** Section 515-4-12.E of the City Code is hereby amended as indicated, with deleted language struck out and new language underlined:

8. Fully Enclosed Unattended Trailers. All doors and windows on fully enclosed unattended trailers shall be closed and secured at all times.

**SECTION FOUR:** Section 515-4-12.F of the City Code is hereby amended as indicated, with deleted language struck out and new language underlined:

F. Calculating Space.

~~1. The term "floor area" for the purpose of calculating the number of off-street parking spaces required shall be determined on the basis of the exterior floor area dimensions of the buildings, structure or use times the number of floors, minus ten (10) percent, except when floor plans are submitted that identify net usable floor area of the building exclusive of ancillary floor areas that do not generate parking demand (e.g., stair wells, hallways, restrooms, closets, utility rooms).~~

2. The term "building footprint area" is the total area of surface coverage of a structure and shall be determined by the exterior walls of the primary structure's first floor for the purposes of calculating the maximum number of parking spaces allowed.

~~3. 2-~~ When determining the number of off-street parking spaces results in a fraction, each fraction of one-half ( $\frac{1}{2}$ ) or more shall constitute another space.

~~3. In gymnasiums, places of worship and other places of public assembly in which patrons or spectators occupy benches, pews, or other similar seating facilities, each twenty-four (24) inches of such seating facilities shall be counted as one (1) seat for the purpose of determining requirements.~~

4. Except as provided for under joint parking and shopping centers, should a building contain two (2) or more types of use, each use shall be calculated separately for determining the total off-street parking spaces required.

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

**SECTION FIVE:** Section 515-4-12.K of the City Code is hereby amended as indicated, with deleted language struck out and new language underlined:

**K. Maximum and Minimum Off-Street Parking Spaces Required.**

The following ~~minimum number~~ maximum number off-street parking spaces shall ~~not exceed the allowable maximum parking space calculation depicted in Table 515-4-12.2 for the affected Zoning Districts.~~ be provided and maintained by ownership, easement and/or lease for and during the life of the respective uses hereinafter set forth.

- a. Permitted outdoor sales and storage areas, motor vehicle fueling spaces, and required ADA spaces are exempt from the maximum parking space calculation.
- b. Any proposed off street parking facility exceeding the maximum parking space calculation may only be allowed to exceed the maximum number of spaces if the building has more than one level and upon approval of a Conditional Use Permit.

**Table 515-4-12.2 Parking Space Maximum**

<u>Zoning Districts</u>	<u>Maximum Parking Space Calculation</u>
<u>Town Center (TC), Main Street (MS), Commercial Corridor (CC), Makers and Employment (ME), Public/Semi-Public (PSP)</u>	<u>One (1) space per two hundred (200) square feet of building footprint area.</u> <u>One (1) tractor trailer parking space per one thousand (1,000) square feet of building footprint area.</u>
<u>General Commercial (GC), Makers and Employment (ME), General Industrial (GI)</u>	<u>One (1) space per one hundred fifty (150) square feet of building footprint area.</u> <u>One (1) tractor trailer parking space per five hundred (500) square feet of building footprint area.</u>

2. The following number of off-street parking spaces shall be provided and maintained by ownership, easement and/or lease for and during the life of the respective uses hereinafter set forth for the following Zoning Districts.

- a. Five bicycle parking spaces may be utilized to replace one required parking space for mixed-use buildings or multi-family attached dwelling units (5+ Units) in zones where a minimum parking area is required. This may only be used to replace one (1) space per every ten (10) required parking spaces.
  - i. For this paragraph “bicycle parking space” means an area equipped with bicycle racks that is used for the purpose of parking and securing a bicycle with a minimum dimension of 30” wide by 72” deep per bike space.

**Table 515-4-12.3 Parking Space Minimum**

<b>Zoning Districts</b> <u>Rural Living One (RL-1), Rural Living Two (RL-2), Garden Living (GL), Contemporary Living One (CN-1), Contemporary Living Two (CN-2), Traditional Neighborhood One (TN-1), Traditional Neighborhood Two (TN-2), and Traditional Neighborhood Three (TN-3)</u>	
<b>Use in Zoning Districts:</b>	<b>Minimum Parking Space Calculation</b>
<u>Bed and breakfasts</u>	<u>One (1) space per each rental room/suite.</u>
<u>Boarding houses</u>	<u>One (1) parking space per boarding room.</u>
<u>Attached Single-Family Dwellings, Accessory Dwelling Units, Multi-Family and Manufactured Homes within Manufactured Home Parks</u>	<ul style="list-style-type: none"> <li>• <u>Studios = one (1) space / dwelling unit</u></li> <li>• <u>One (1) bedroom = one and a half (1.5) spaces / dwelling unit</u></li> <li>• <u>Two (2) bedrooms = Two (2) spaces / dwelling unit</u></li> <li>• <u>3 bedrooms = Two and a half (2.5) spaces /dwelling unit</u></li> <li>• <u>*Each additional bedroom in a Dwelling unit over three (3) bedrooms = + one half (.5) Space /dwelling unit</u></li> </ul>
Single Family	Two (2) spaces per unit

**Table 515-4-12.4 Parking Space Minimum**

<b>Zoning Districts</b> <u>Town Center (TC), Main Street (MS)</u>	
<b>Use in Zoning Districts:</b>	<b>Minimum Parking Space Calculation</b>
<u>Bed and breakfasts</u>	<u>One (1) space per each rental room/suite.</u>
<u>Boarding houses</u>	<u>One (1) space per boarding room.</u>
<u>Single Family, Attached Single-Family Dwellings, and Multi-Family</u>	<u>One (1) space per dwelling unit.</u>

1. Auto, Boat, Trailer, Farm Equipment and Other Outdoor Sales Lots. One (1) space per four hundred (400) square feet gross sales and office floor area and of the building plus one (1) space per each two thousand (2,000) square feet of gross outdoor sales lot area.
2. Auto Repair. Two (2) spaces per serving bay; the service bay is not a parking space, plus one (1) for each employee on the maximum shift.
3. Boarding House. At least one and one half (1½) parking spaces per boarding room.
4. Bowling Alleys. Five (5) spaces for each alley plus additional spaces for related uses.

5. ~~Car Washes (Drive Through and Self Service). One (1) space per employee plus Drive through: Six (6) stacking spaces. Self-service: One (1) stacking space per wash bay.~~
6. ~~Places of Worship. At least one (1) parking space for each four (4) seats based on the design capacity of the main assembly hall, plus one (1) space for each church employee. Facilities as may be provided in conjunction with such buildings or uses shall be subject to additional requirements which are imposed by this Ordinance.~~
7. ~~Community Centers, Libraries, Private Clubs, Lodges, Museums, Art Galleries. One (1) space for each three hundred (300) square feet of floor area in the principal structure.~~
8. ~~Contractors' Offices, Shops and Yards. One (1) per 1,000 square feet of shop area or warehousing, plus one (1) per 300 square feet of office space.~~
9. ~~Day Care Facilities:~~
  - a. ~~Day care facilities serving fourteen (14) or fewer persons. In addition to residential parking requirements, one (1) space per seven (7) children capacity.~~
  - b. ~~All other day care facilities. One (1) space per teacher on the largest shift, plus one (1) space per ten (10) students/children based on maximum capacity of the facility.~~
10. ~~Elderly (Senior Citizen) Housing. Reservation of area equal to one (1) parking space per unit. Initial development is, however, required of only one half (1/2) space per unit and said number of spaces can continue until such time as the City Council considers a need for additional parking spaces has been demonstrated.~~
11. ~~Financial Institutions, Banks, Savings and Loan. Four (4) spaces for every 1,000 square feet.~~
12. ~~Funeral Undertaking Establishments. At least 20 parking spaces for each chapel or parlor, plus one (1) parking space for each funeral home vehicle. Drive aisle space shall also be provided off the street for making up a funeral procession.~~
13. ~~Furniture Store/Household Appliances. One (1) space per 400 square feet of gross sales floor area. One (1) space per 1,500 square feet of warehousing.~~
14. ~~Garden Supply Stores, Building Material Sales in Structures. Eight (8) off-street parking spaces, plus one (1) additional space for 800 square feet of floor area over 1,000 square feet.~~
15. ~~Golf Courses. Four (4) spaces per hole, plus fifty (50) percent of the requirements for any other associated use.~~
16. ~~Golf Driving Ranges, Miniature Golf Courses and Other Outdoor Commercial Recreational Uses. Ten (10) off-street parking spaces plus one (1) for each two hundred (200) square feet of activity area.~~
17. ~~Health Clubs. One (1) space per two (2) exercise stations (e.g., strength machine or cardiovascular) plus one (1) space per employee on the largest shift plus additional parking for ancillary uses (e.g., gymnasiums, auditoriums, offices, restaurants).~~
18. ~~Hospitals. Three (3) spaces per bed.~~
19. ~~Manufacturing Facilities. One (1) space for every 800 square feet of gross floor area, plus one (1) space for every company owned vehicle.~~
20. ~~Motels and Hotels. One (1) space per each rental room/suite plus one (1) space for each eight (8) units, and one (1) space for each employee on any shift.~~

- ~~21. Motor Fuel Stations. At least four (4) off-street parking spaces plus one (1) space for each employee on duty. Those facilities designed for sale of other items than strictly automotive products, parts or service shall be required to provide additional parking in compliance with other applicable sections of this Ordinance.~~
- ~~22. Office Buildings, Animal Hospitals and Clinics, Professional Offices and Medical Clinics. One (1) space for every 200 square feet of floor area.~~
- ~~23. Sales Lots. Ten (10) spaces or one (1) per 2,000 square feet gross land area devoted to sales lot, whichever is larger.~~
- ~~24. Racquetball, Handball and Tennis Courts, Commercial. Not less than six (6) spaces per each court.~~
- ~~25. Rest Home, Nursing Home, Convalescent Center, or Institution. One (1) space for each six (6) beds based upon maximum design capacity, plus one (1) space for each two (2) employees.~~
- ~~26. Restaurants, Cafes, Private Clubs Serving Food and/or Drinks, Bars, On-Sale Nightclubs. One (1) space per 40 square feet of dining or bar area and one (1) space per 80 square feet of kitchen area.~~
- ~~27. Restaurants, Fast Food. Fifteen (15) spaces per 1,000 square feet of gross floor area.~~
- ~~28. Retail Sales and Service Business with Fifty (50) Percent or More of Gross Floor Area Devoted to Storage, Warehouses and/or Industry. At least eight (8) spaces or one (1) space per 200 square feet devoted to public sales or service, plus one (1) space per 500 square feet of storage area.~~
- ~~29. Retail Stores and Service Establishments. At least one (1) off-street parking space per 200 square feet of floor area.~~
- ~~30. Schools: Colleges and Universities. At least one (1) parking space for each two (2) students based on the design capacity plus one (1) space for each classroom. Auditorium or event space shall be subject to separate, additional calculations.~~
- ~~31. Shopping Centers. Five and one half (5 ½) spaces per 1,000 square feet of gross leasable floor area (exclusive of common areas).~~
- ~~32. Single Family, Duplex, and Accessory Apartments. Two (2) spaces per unit.~~
- ~~33. Theaters, Civic Centers, Auditoriums, Stadiums, Sports Arenas or Similar Uses. One (1) space for each four (4) seats plus one space for each two (2) employees.~~
- ~~34. Attached Single Family Dwellings, Multi Family and Manufactured Homes within Manufactured Home Parks. At least two and one fourth (2 ¼) rent-free spaces per unit. In projects involving eight (8) or more units, the City may require additional clustered guest parking spaces based upon calculation of required demand.~~
- ~~35. Warehousing, Storage of Handling of Bulk Goods. That space which is solely used as office shall comply with the office use requirements and one (1) space per 1,500 square feet of floor area, and one (1) space for each company owned truck (if not stored inside principal building) or one (1) space for each employee, whichever is greater.~~
- ~~36. Other Uses. Other uses not specifically mentioned herein shall be determined on an individual basis by the City Council upon recommendation by the Planning Commission. Factors to be considered in such determination shall include (without limitation) the national parking standards for size of building, type of use, number of employees, expected volume and turnover of customer traffic and expected frequency and number of delivery or service vehicles.~~

SECTION SIX: Section 515-3-28.B.2.a.vi of the City Code is hereby amended as indicated, with deleted language struck out and new language underlined:

vi. Off-street parking of licensed and operable passenger automobiles and pick-up trucks (does not include racing cars or stock cars) may be stored in the front yard on ~~a designated driveway or parking area~~ an improved surface according to Section 515-4-12.H.

- a. Off-Street parking in the rear yard exceeding 30 feet from the rear property line must be parked on an improved surface or screened by a six (6) foot privacy fence with ninety (90) percent opacity from neighboring properties and the right-of-way.

SECTION SEVEN: This ordinance shall take effect and be in full force one week from and after its publication.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
KELLY BEVANS  
President of the Council

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
DAVE BADEAUX  
Mayor

ATTEST: \_\_\_\_\_  
JENNIFER BERGMAN  
City Administrator

Published: One Time – \_\_\_\_\_

# HARDEE'S - 119 WASHINGTON ST

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## MAXIMUM PARKING SPACE CALCULATIONS



### CALCULATIONS

Zoning District:	Commercial Corridor District
Property Size:	50,851 SQFT
Building Footprint Area:	4,420 SQFT
Maximum Spaces Allowed: BFA / 200 SQFT X 2	22 Parking Spaces
Total Existing Spaces (Non-ADA):	72 Parking Spaces
<b>Exceeds Allowable Total:</b>	<b>YES</b>

# THRIFTY WHITE – 212 2<sup>nd</sup> ST N

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## MAXIMUM PARKING SPACE CALCULATIONS



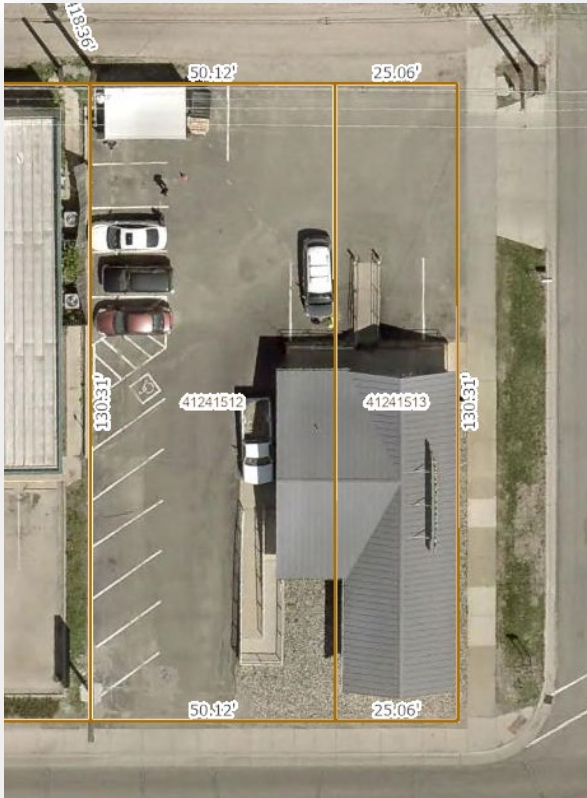
### CALCULATIONS

Zoning District:	Commercial Corridor District
Property Size:	33,614 SQFT
Building Footprint Area:	4,318 SQFT
Maximum Spaces Allowed: BFA / 200 SQFT	22 Parking Spaces
Total Existing Spaces (Non-ADA):	40 Parking Spaces
<b>Exceeds Allowable Total:</b>	<b>YES</b>

# BATTERIES + BULBS – 923 WASHINGTON ST

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## MAXIMUM PARKING SPACE CALCULATIONS



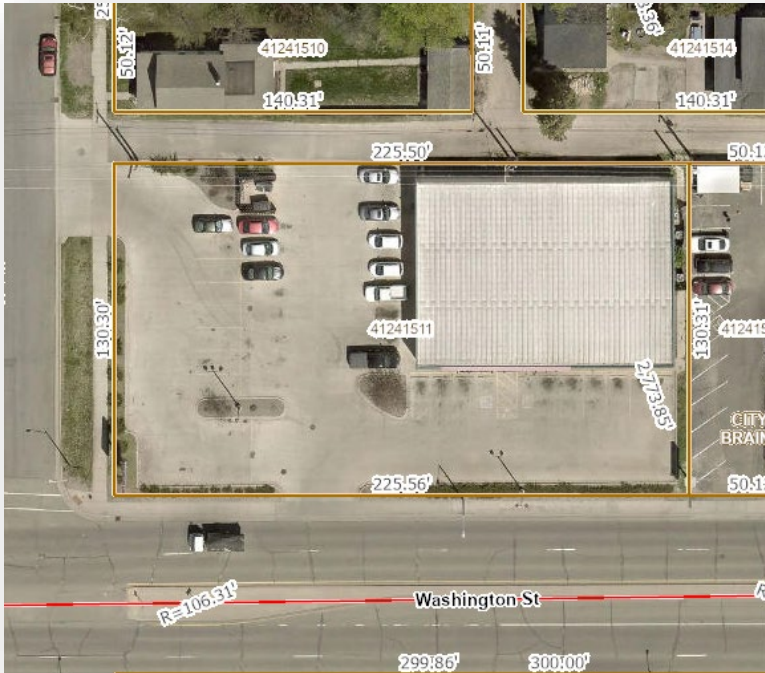
## CALCULATIONS

Zoning District:	Commercial Corridor District
Property Size:	9,761 SQFT
Building Footprint Area:	2,080 SQFT
Maximum Spaces Allowed: BFA / 200 SQFT	10 Parking Spaces
Total Existing Spaces (Non-ADA):	11 Parking Spaces
<b>Exceeds Allowable Total:</b>	<b>YES</b>

# O'REILLY'S AUTO PARTS – 901 WASHINGTON ST

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## MAXIMUM PARKING SPACE CALCULATIONS



### CALCULATIONS

Zoning District:	Commercial Corridor District
Property Size:	29,387 SQFT
Building Footprint Area:	7,563 SQFT
Maximum Spaces Allowed: BFA / 200 SQFT	38 Parking Spaces
Total Existing Spaces (Non-ADA):	34 Parking Spaces
Exceeds Allowable Total:	NO

# BREMER BANK – 321 7<sup>th</sup> ST S

## MAXIMUM PARKING SPACE CALCULATIONS

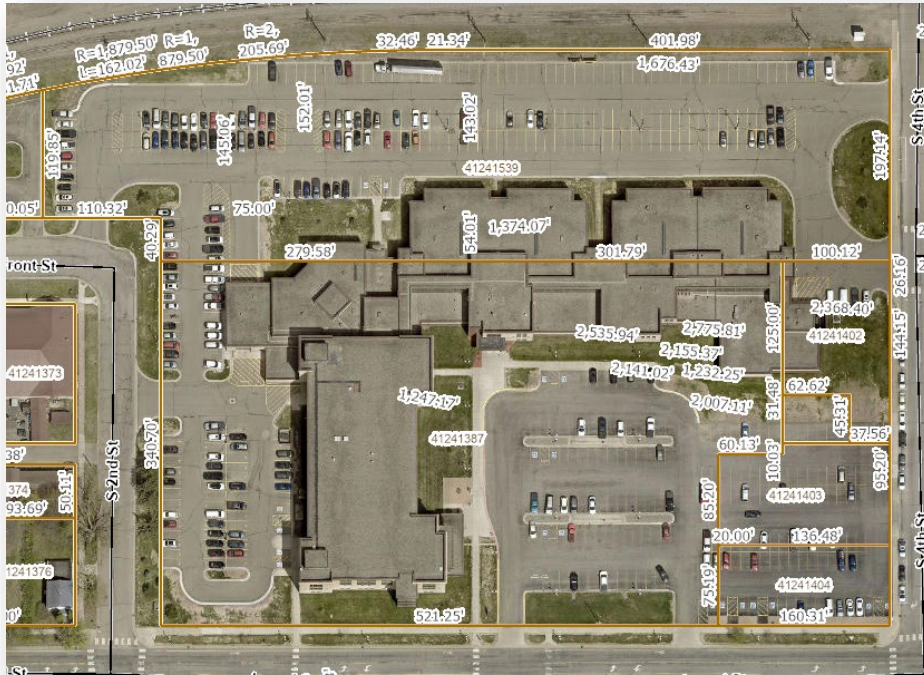


### CALCULATIONS

Zoning District:	Mainstreet District
Property Size:	40,925 SQFT
Building Footprint Area:	11,515 SQFT
Maximum Spaces Allowed: BFA / 200 SQFT	58 Parking Spaces
Total Existing Spaces (Non-ADA):	31 Parking Spaces
Exceeds Allowable Total:	NO

# CROW WING COUNTY DISTRICT COURTHOUSE – 213 LAUREL ST

## MAXIMUM PARKING SPACE CALCULATIONS



## CALCULATIONS

Zoning District:	Town Center District
Property Size:	377,262 SQFT
Building Footprint Area:	93,413 SQFT
Maximum Spaces Allowed: BFA / 200 SQFT	467 Parking Spaces
Total Existing Spaces (Non-ADA):	465 Parking Spaces
Exceeds Allowable Total:	NO

# WALGREENS – 340 W WASHINGTON ST

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## MAXIMUM PARKING SPACE CALCULATIONS



### CALCULATIONS

Zoning District:	General Commercial District
Property Size:	90,263 SQFT
Building Footprint Area:	15,347 SQFT
Maximum Spaces Allowed: BFA / 150 SQFT	102 Parking Spaces
Total Existing Spaces (Non-ADA):	90 Parking Spaces
Exceeds Allowable Total:	NO

# WENDY'S – 510 W WASHINGTON ST

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## MAXIMUM PARKING SPACE CALCULATIONS



## CALCULATIONS

Zoning District:	General Commercial District
Property Size:	42,009 SQFT
Building Footprint Area:	3,290 SQFT
Maximum Spaces Allowed: BFA / 150 SQFT	22 Parking Spaces
Total Existing Spaces (Non-ADA):	63 Parking Spaces
<b>Exceeds Allowable Total:</b>	<b>YES</b>

# CASEY'S – 510 W WASHINGTON ST

## MAXIMUM PARKING SPACE CALCULATIONS



### CALCULATIONS

Zoning District:	General Commercial District
Property Size:	167,418 SQFT
Building Footprint Area:	4,600 SQFT
Maximum Spaces Allowed: BFA / 150 SQFT	31 Parking Spaces
Total Existing Spaces (Non-ADA):	23 Parking Spaces
Exceeds Allowable Total:	No

# MEMO



**TO:** Planning Commission

**FROM:** Dylan Edwards, Assistant Planner  
James Kramvik, Community Development Director

**DATE:** March 15, 2023

**RE:** Review of the Community Development Department's 2022 Parking Study

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## **Introduction:**

In 2022, the Community Development Department commissioned a survey from its in-office intern to collect data on off-street parking requirements in Brainerd.

The resulting data looks at the zoning districts of select properties in the City, along with the number of parking spaces required for the property uses, the number present, and the building's area. The data was divided regionally into nine sections of the city:

1. East Brainerd Mall Area
2. Washington St/210 Corridor (5th Ave NE to Mississippi)
3. Washington St/210 Corridor (Mississippi to Baxter)
4. Downtown Area & S 6th St (To Ind Park Rd)
5. North Brainerd
6. Northeast- Mill Ave Section
7. South Brainerd
8. Southeast Brainerd
9. Industrial Areas (Not previous Incl.)

In the findings of the parking study, there are significant regional variations in the parking present versus the parking required.

## **Findings:**

To evaluate the state of off-street parking spaces, staff produced a numerical value; the percentage of spaces present versus the required spaces by code for each building in the survey and then for each region. This allowed staff to observe areas where adjustments to parking requirements may need to increase or decrease.

The following is each region's score:

Region of Brainerd	Total Spaces Required	Total Spaces Present	% Present of Spaces Required
East Brainerd Mall Area	1727	1623	93.98%
Washington St/210 Corridor (5th Ave NE to Mississippi)	1829	1230	67.25%
Washington St/210 Corridor (Mississippi to Baxter)	2474	2563	103.60%
Downtown Area & S 6th St (To Ind Park Rd)	6588	4481	68.02%
North Brainerd	1021	773	75.71%
Northeast- Mill Ave Section	664	692	104.22%
South Brainerd	1350	594	44.00%
Southeast Brainerd	1669	1429	85.62%
Industrial Areas (Not previous Incl.)	1639	1435	87.55%
<b>Totals</b>	<b>18961</b>	<b>14820</b>	<b>78.16%</b>

Zoning District	Spaces Required	Spaces Present	% Present of Required
GC	4955	4205	88.46%
CC	1248	827	66.27%
TN-2	1096	871	79.47%
GI	2431	2086	85.85%
PSP	3522	2556	72.57%
MS	737	476	64.59%
TC	3582	1827	51.01%
ME	373	182	48.79%

The data shows the City is currently underbuilt for parking to the code's standards by approximately 22%; however, this does not track utilization of parking spaces.

**Parking Lot Usage Observations:**

The prevailing opinion of the Community Development Department is that the City has an overabundance of parking. To test this, we took a sampling of the off-site parking locales tracked in the 2022 Survey and did field observations of their percentage of present spaces used. These observations will shed light on the state of the parking economy in Brainerd.

They are as follows:

Property	Parked Cars present	Spaces present	Percentage of utilization
<b>30 randomly selected Parking Areas</b>	1573	3472	45.31%

This demonstrates that despite having 78.16% of the required parking present city wide, the existing parking is only 45.31% used. These findings make it clear the City has room to lower the amount of required parking spaces needed for different property uses.

The City has a shortage of 4,139 off-street parking spaces from the numbers required in the zoning code, but based on utilization data, staff determined the City faces shortage but, in many areas, has an excessive amount of unused parking capacity. This study does not consider the tourist increases to traffic and parking in the summer season or weekend retail shopping, as this affects decision-making about the year-round parking infrastructure present.

**Questions to consider:**

- Revision of the Off-Street Parking Ordinance to institute lower parking minimums?
- The creation of parking maximums, specifically zoning districts with dense development.
- Utilizing a tiered approach to make residential parking areas more efficient and reduce the burden on developers?
- Parking in rear properties on unimproved surfaces?