City of Minneapolis
Community Planning & Economic Development
Development Services Division
250 South 4th Street, Room 300
Minneapolis MN 55415-1316
612-673-3000

REDUCING OFF-STREET PARKING REQUIREMENTS APPLICATION

541.190. Shared parking. The zoning administrator may authorize a reduction in the total number of required parking spaces for two (2) or more uses jointly providing off-street parking when their respective hours of peak operation do not overlap. Shared parking shall be subject to the location requirements of section 541.250 and the following conditions:

(1) *Computation*. The number of shared spaces for two (2) or more distinguishable land uses shall be determined by the following procedure:

a. Multiply the minimum parking required for each individual use, as set forth in Table 541-1, Specific Off-Street Parking Provisions, by the appropriate percentage indicated in Table 541-4, Shared Parking Calculations, for each of the six (6) designated time periods.

b. Add the resulting sums for each of the six (6) columns.

c. The minimum parking requirement shall be the highest sum among the six (6) columns resulting from the above calculations.

d. Select the time period with the highest total parking requirement and use that total as the shared parking requirement.

(2) *Other uses*. If one (1) or all of the land uses proposing to make use of shared parking facilities do not conform to the general land use classifications in Table 541-4, Shared Parking Calculations, as determined by the zoning administrator, then the applicant shall submit sufficient data to indicate the principal operating hours of the uses. Based upon this information, the zoning administrator shall determine the appropriate shared parking requirement, if any, for such uses.

(3) *Alternative procedure*. An application may be submitted requesting that the zoning administrator authorize a greater reduction in the total number of required parking spaces for two (2) or more uses where an applicant believes that Table 541-4, Shared Parking Calculations, does not adequately account for circumstances unique to the particular property or properties in question. The application shall include, at a minimum, a parking study with a detailed description of the proposed uses, their hours of operation, their anticipated peak parking demand, and anticipated hours that such peak parking demand would occur. Based upon information demonstrating that the peak parking demand for the uses in question would not coincide, the zoning administrator may authorize a greater parking reduction than is authorized by Table 541-4, Shared Parking Calculations. The zoning administrator may impose reasonable conditions to mitigate potential negative effects.

(4) *Process*. An application for shared parking shall be submitted on a form approved by the zoning administrator, as specified in Chapter 525, Administration and Enforcement.

Attention: If you need other disability related accommodations, such as a sign language interpreter, accessible meeting site, or materials in alternative format, please contact 612-673-2162 (673-2157 TTY/VOICE) at least five days prior to the meeting. If you want help translating this information, call – **Hmong** – Ceeb toom. Yog koj xav tau kev pab txhais cov xov no rau koj dawb, hu 612-673-2800; **Spanish** – Atención. Si desea recibir asistencia gratuita para traducir esta información, llama 612-673-2700; **Somali** - Ogow. Haddii aad dooneyso in lagaa kaalmeeyo tarjamadda macluumaadkani oo lacag la' aan wac 612-673-3500.

Table 541-4 Shared Parking Calculations

General Land Use Classification	Weekdays			Weekends		
	2:00 a.m. – 7:00 a.m.	7:00 a.m. – 6:00 p.m.	6:00 p.m. – 2:00 a.m.	2:00 a.m. – 7:00 a.m.	7:00 a.m. – 6:00 p.m.	6:00 p.m. – 2:00 a.m.
Office	5%	100%	5%	0%	10%	0%
Retail sales and services	0%	90%	80%	0%	100%	60%
Restaurant (not 24 hour)	10%	70%	100%	20%	70%	100%
Residential	100%	60%	100%	100%	75%	90%
Theater	0%	40%	90%	0%	80%	100%
Hotel						
Guest rooms	100%	55%	100%	100%	55%	100%
Restaurant/lounge	40%	60%	100%	50%	45%	100%
Conference rooms	0%	100%	100%	0%	100%	100%
Religious institution	0%	25%	50%	0%	100%	50%
Reception or meeting hall	0%	70%	90%	0%	70%	100%
Museum	0%	100%	80%	0%	100%	80%
School, grades K—12	0%	100%	25%	0%	30%	10%

541.195. Shared vehicles. Where one or more passenger automobiles are provided on-site for common use by residents, the minimum parking requirement for a multiple-family residential use may be reduced by ten (10) percent provided there are no more than one hundred (100) dwelling units per shared automobile.

541.200. Transit incentives. Upon determination by the zoning administrator, the minimum parking requirement may be reduced under the following conditions:

(1) *Multiple-family dwellings*. The minimum parking requirement may be reduced ten (10) percent if the proposed use is located within three hundred (300) feet of a transit stop with midday service headways of thirty (30) minutes or less in each direction.

(2) *Nonresidential uses*. The minimum parking requirement may be reduced ten (10) percent if the use provides an adequate sheltered transit stop within the development, as determined by the city engineer. The reduction shall not be awarded for sheltered transit stops that are both in the public right of way and detached from the principal structure.

(3) *Process*. The applicant for such transit incentives shall submit an application on a form approved by the zoning administrator, as specified in Chapter 525, Administration and Enforcement.

541.210. Valet parking. The off-street parking requirement for restaurants, hotels, and theaters located in buildings existing on the effective date of this ordinance may be fulfilled by maintaining a valet parking service for customers. The valet service shall provide service to and from the main entrance. A passenger loading area, as approved by the city engineer, shall be provided near the main entrance. Availability of this service shall be conspicuously posted inside and outside the establishment near the main entrance. The valet shall be properly licensed to operate a motor vehicle. The parking area in which the automobiles are parked shall be no farther than eight hundred (800) feet from the main entrance. Parking areas used exclusively for valet parking need not be striped.

541.220. Bicycle incentive. The minimum automobile parking requirement for each non-residential use may be reduced ten (10) percent or one (1) space, whichever is greater, where bicycle parking spaces are provided equal to twenty-five (25) percent of the number of required automobile spaces specified in Table 541-1, Specific Off-Street Parking Requirements, but not less than four (4) bicycle parking spaces. This incentive shall allow for a reduction in the automobile parking requirement of no more than twenty five (25) spaces on a zoning lot. To

qualify for this incentive, bicycle parking shall comply with the standards for required bicycle parking as specified in this ordinance. Where the bicycle incentive calculation results in a number less than or equal to the minimum bicycle parking requirement for a use specified in Table 541-3, Bicycle Parking Requirements, the bicycle incentive shall be increased to one (1) space greater than the minimum requirement.

541.250. Parking location. (a) *In general*. All required parking spaces shall be located on the same zoning lot as the use served, except as otherwise provided in this chapter.

(b) *Off-site parking*. In cases where parking facilities are permitted elsewhere than the zoning lot on which the use served is located, such facilities shall be under the same ownership or control as the building or use served. Such ownership or control shall be evidenced either by deed or by long-term lease, the term of such lease to be approved by the zoning administrator, or by special parking assessment certificate, where applicable. Said lease shall be filed and recorded in the Office of the Hennepin County Recorder or Registrar of Titles, and evidence of proper filing shall be submitted to the zoning administrator prior to the issuance of any permits or licenses.

(c) *Location of off-site parking*. All off-site parking shall serve a use allowed in the zoning district where such parking is located or shall comply with Table 541-5 Location of Off-Site Parking, whichever requirement is more restrictive, provided that uses first allowed in the R1, R1A, R2, and R2B districts may provide off-street parking in any residence, office residence, commercial, or downtown district. Off-site parking is subject to maximum distance requirements for required parking as specified in this chapter, except as provided for in section (d) below.

Table 541-5 Location of Off-Site Parking

Location of Use Served (Zoning District)	***Permitted Location of Off-Site Parking (Zoning District)***
R1, R1A, R2, R2B	R1, R1A, R2, R2B, R3, R4, R5, R6, OR1, OR2, OR3, C1, C2, C3A, C3S, C4
R3, R4, R5, R6	R3, R4, R5, R6, OR1, OR2, OR3, C1, C2, C3A, C3S, C4, B4, B4S, B4C
OR1	OR1, OR2, OR3, C1, C2, C3A, C3S, C4, I1, I2, I3
OR2	OR2, OR3, C2, C3A, C3S, C4, B4, B4S, B4C, I1, I2, I3
OR3	OR3, B4, B4S, B4C, I1, I2, I3
C1, C2	C1, C2, C3A, C3S, C4, B4, B4S, B4C, I1, I2, I3
C3A, C3S	C2, C3A, C3S, C4, B4, B4S, B4C, I1, I2, I3
C4	C4, I1, I2, I3
I1	C4, I1, I2, I3
I2	I1, I2, I3
I3	I2, I3
B4	B4, B4S, B4C, I1, I2, I3
B4S, B4C	B4S, B4C, I1, I2, I3

(d) *Off-site parking in residence and office residence districts*. Parking that is not allowed in a residence or office residence district shall not be located in such residence or office residence district, except as otherwise provided by the Transitional Parking Overlay District, as established in Chapter 551, Overlay Districts.

REDUCING OFF-STREET PARKING REQUIREMENTS APPLICATION CHECKLIST

Staff will only accept applications that include all of the items listed below. If any of the items are missing at the time of submittal, staff will not accept the application. [1]

	Completed Application Worksheet and Declaration of Accuracy form.
	Correct fees paid (checks payable to Minneapolis Finance Department).
	Statement of proposed use and description of the project.
	A letter from the property owner, if other than the applicant, authorizing the application.
	For shared parking, a copy of the legally formatted lease (preferably drafted by legal counsel) between the two applicable parties.[2] The lease must contain the following information: ▪ Names and addresses of lessor/lessee and the uses that are party to the lease. ▪ Legal descriptions of all involved parcels. ▪ Location and number of leased parking spaces. ▪ Duration of the lease including the starting and ending dates. ▪ Provision that the City must be notified prior to termination of the agreement. ▪ Site plan showing the leased spaces. ▪ Notarized signatures of all applicants.
	Copies of other parking leases for the same property where spaces are leased.
	For shared vehicles, provide a plan description including who will provide and maintain the vehicle(s) and who will be authorized to use it (member qualifications).
	Schedule of transit stop(s) located within 300 feet of the project.
	Photos of the property and existing structures.
	One copy (plus one 8 ½ x 11) of a scaled and dimensioned site plan.[3] Must include the following items: ▪ All property lines. ▪ Streets, sidewalks and alleys, include existing and proposed curb cuts. If public areas are to be vacated, indicate this. ▪ Indicate traffic flow on streets, alleys and drive aisles. ▪ Adjacent uses (show location and identify). ▪ Building footprints (including garages and other accessory structures) and square footages. ▪ Dimensioned parking, including handicap accessible spaces, and loading spaces (all parking and loading areas serving the property). Indicate how the parking and loading areas will be designed (curbing, wheel stops, etc). For the shared vehicles incentive, designate the parking location for the shared vehicle(s). ▪ Bicycle parking spaces. ▪ Landscaping plan showing existing and proposed shrubs and trees (location, type, number and overall amount). ▪ Indicate snow storage area or propose a snow removal plan. ▪ Walls, screens and fences (show location, type and height). ▪ Fire hydrants, transit stops, phone booths, public plazas, trash enclosures, trees in the public right-of-way. ▪ Proposed and existing lighting (location, type and size). ▪ Natural features and topography. ▪ Indicate the direction of water drainage from the site and building (downspouts, roof drains, etc.). ▪ Indicate north arrow and date the plan was drawn.
	One copy of scaled and dimensioned floor plans showing all floors of both properties.
	One copy of scaled and dimensioned elevations of sheltered transit stop.
	One copy of scaled and dimensioned signs (locations, types and dimensions).

[1] City staff will review the initial application submission to determine completeness and will notify the applicant of what, if any, additional information must be submitted. Please be aware that supplemental information may also be requested during the evaluation and hearing process.

[2] Once the lease agreement has been approved by CPED-Development Services staff, a final signed and notarized copy of the lease must be recorded with Hennepin County and a copy of the recorded document and evidence of proper filing shall be submitted to the Zoning Administrator.

[3] The site plan must be prepared by a certified architect, landscape architect, engineer, or land surveyor that is licensed in the State of Minnesota. A license stamp, or registration number, whichever is applicable, together with the signature, shall be provided on the face of the site plan. Site plan information may be combined with the survey of the property. *The requirement that one of the above professionals prepare the site plan may be waived by the Zoning Administrator, Planning Director or their authorized representative where the application does not involve a new principal structure, provided the plan is accurately dimensioned and is drawn to an architectural or engineering scale. Applications will not be accepted and permits will not be issued for a new principal structure if a survey is not provided.* If the project is subject to Chapter 530, Site Plan Review, it is recommended that the applicant provide a copy of the site plan review ordinance to the registered professional prior to preparation of a site plan.

FEES

Application type	Fee (dollars)
Shared Parking	130
Shared Vehicles	None
Transit Incentives	None
Valet Parking	None
Bicycle Parking	None

APPLICATION WORKSHEET

Identify the Proposed Off-Street Parking Reduction Applications Requested in the Right Column (mark all that apply):

Shared Parking		
Shared Vehicle		
Transit Incentive	Incorporation of a transit stop into project	
	Close proximity to transit stop (multiple-family dwelling projects **only**)	
Valet Parking		
Bicycle Parking		

For all requested applications, provide the following information:

Applicant/Lessee[1]	Name	
	Mailing Address Including City, State and Zip Code	
	Phone Number	
	Fax	
	Email	
Applicant's/Lessee's Representative (This person will be the primary contact for staff, and is the authorized agent in place of the property owner)	Name	
	Mailing Address Including City, State and Zip Code	
	Phone Number	
	Fax	
	Email	
Property Information (Subject property or property requesting leased parking)	Address(es):	
	Identification Number:	
	Legal Description (provide an electronic copy in a Microsoft Word© document):	
	Lot Area:	

[1] "Lessee" refers to the applicant who is applying for a shared (leased) parking application.

Specific Uses	Use:	Hours of Operation:	
	Use:	Hours of Operation:	
	Use:	Hours of Operation:	
	Use:	Hours of Operation:	
Parking Data	Number of standard spaces	Existing:	Proposed:
	Number of compact spaces	Existing:	Proposed:
	Number of handicap accessible spaces	Existing:	Proposed:
	Total spaces	Existing:	Proposed:
	Number of loading spaces	Existing:	Proposed:
	Number of bicycle spaces	Existing:	Proposed:

For shared parking applications, provide the following information:

Lessor[2]	Name	
	Mailing Address Including City, State and Zip Code	
	Phone Number	
	Fax	
	Email	
Lessor's Representative	Name	
	Mailing Address Including City, State and Zip Code	
	Phone Number	
	Fax	
	Email	
Lessor's Property Information	Address(es):	
	Identification Number:	

[2] "Lessor" refers to the property owner of the parking spaces for lease.

	Legal Description (provide an electronic copy in a Microsoft Word© document):		
	Lot Area:		
Specific Uses Located on Lessor's Property	Use:	Hours of Operation:	
	Use:	Hours of Operation:	
	Use:	Hours of Operation:	
	Use:	Hours of Operation:	
Parking Data of Lessor's Property	Number of standard spaces	Existing:	Proposed:
	Number of compact spaces	Existing:	Proposed:
	Number of handicap accessible spaces	Existing:	Proposed:
	Total spaces	Existing:	Proposed:
	Number of loading spaces	Existing:	Proposed:
	Number of bicycle spaces	Existing:	Proposed:

ACCURACY DECLARATION

My signature attests to the fact that the attached application is complete and accurate to the best of my knowledge. I understand that the staff review of this application is dependent upon the accuracy of the information provided and that any inaccurate or inadequate information provided may delay review of my application or may result in denial of my request.

Property owner's signature (if different from applicant): _____

Applicant's name (please print): _____

Applicant's signature: _____