

**2M. Consideration to approve a Conditional Use Permit for a Proposed Cross-Parking Agreement in the Central Community District (CCD) Applicant: Zach Barthel**

<b>Prepared by:</b> Grittman Consulting, Stephen Grittman, City Planner	<b>Meeting Date:</b> 3/24/2025	<input checked="" type="checkbox"/> <b>Consent Agenda Item</b> <input type="checkbox"/> <b>Regular Agenda Item</b>
<b>Reviewed by:</b> Community Development Director, Community & Economic Development Coordinator	<b>Approved by:</b> City Administrator	

**ACTION REQUESTED**

*Planning Commission unanimously recommends approval of the Conditional Use Permit.*

Motion to approve the request for a Conditional Use Permit for a Proposed Joint/Cross-Parking Agreement in the Central Community District (CCD), subject to the conditions in Exhibit Z and based on findings in Resolution No. PC-2025-13.

**REFERENCE AND BACKGROUND**

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

**Planning Case Number:** 2025-10

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

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

**Land Use Designation:** Downtown Mixed Use

**Zoning Designation:** CCD - Riverfront

**Overlays/Environmental Regulations Applicable:** N/A

**Current Site Uses:** Retail

**Surrounding Land Uses:**

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

West: Downtown Commercial

**Project Description:**

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

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

***Additional information added to the report for the Council review is noted in italics within this report.***

**ANALYSIS:**

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

The user is proposing the addition of a rooftop patio for the restaurant. Given this addition and the remodel to the building, the CCD ordinance requires a site plan review by the Planning Commission. The Planning Commission held that review, which does not require a public hearing, on March 4, 2025.

The subject of this report is instead related to the request for conditional use permit for cross parking for the proposed use. ***To effectively consider the applicant's request, it is important to understand what is outlined generally in the off-street parking ordinance provisions, then what is applicable for uses within the Downtown.***

**Cross and Joint Parking in Monticello Code**

The Zoning Ordinance establishes a minimum parking requirement for all land uses based on the demand created by the use itself. The basic ordinance structure is to require that all

required parking is to be provided off-street, on the property of the use that creates the demand. This is a common suburban model designed for areas that are growing with new development. It is intended to avoid or reduce on-street parking that can interfere with traffic safety, street maintenance operations (especially snow removal), and other factors.

The off-street parking ordinance applicable generally also accommodates two forms of shared or cross parking. "Joint" parking allows two sites/uses to provide less than the required number of parking spaces for either or both of the uses, but only when conditions can support the shared use through hours of operation or differing use types. Joint parking requires authorization through Conditional Use Permit.

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

### **Downtown Parking Regulations**

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

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

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

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

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

- First, parking demand generated by an individual land use should be addressed by the proposed use in question, to the extent possible;
- Second, because the City incurs costs in acquiring, constructing, and maintaining public parking (whether on-street or off-street), individual land uses that benefit from that

public function should contribute to those costs, rather than pass all of them to taxpayers; and

- Third, where parking spaces are shared between the use and the public, the supply of parking can be reduced from the typical suburban stand-alone calculations that would otherwise apply to individual parking generators (with a baseline reduction in overall parking demand that is 60% of the stand-alone requirement). This is accomplished through a conditional use permit for cross-parking; and
- Fourth, the code works to maximize parking created by new uses through a requirement that all new non-residential parking areas accommodate both cross and joint parking.

The regulations function in this way:

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

### **Parking Demand for Nordic Taproom**

The applicant provided floor plans for the remodeled building that indicate total seating capacity during cold weather of approximately 148 patrons, and a staff of 12-15 persons. During warm weather, the facility can add as many as 93 additional rooftop seats, as well as a few sidewalk tables, a total of as many as 241 seats during peak season.

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

feet of kitchen area and the 1 space/40 square feet of dining area. The square footage totals would result in a total requirement of 105 spaces for the proposed use.

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

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

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

### **Cross Parking Request**

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

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

### **Joint Parking Request**

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

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

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

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

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

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

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

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

*"In order to accomplish the goals in the Plan related to the public realm and human scaled design, the Plan recommends a nuanced and flexible approach to parking. While the Plan recognizes many people, in the future, will still arrive to Downtown by car and it is important to make sure parking is plentiful and accessible; it is equally important to ensure parking does not dominate the Downtown area. Ultimately the goal is to ensure*

*customers and visitors can comfortably and safely get to their destination, not just their parking space. Parking is just one part of a visitors experience.”*

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

### **Summary**

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

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

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

- I. **Budget Impact:** The applicant submits an escrow with their land use application that is used to cover the costs of review of the application, including staff and consulting time.
- II. **Staff Workload Impact:** Staff time in the review of application included Community Development and Engineering staff, estimated at 8 hours in total.
- III. **Comprehensive Plan Impact:** The purpose of the 2017 Downtown Small Plan, adopted as part of the 2040 Vision + Plan, is to attract and direct investments on the core blocks of Downtown Monticello. The Downtown Plan advocates for solidifying Downtown as the heart of the community with a series of coordinated public and private investments that encourages gathering, socializing, visiting and enjoying Downtown daily - throughout the year. The plan states a recommendation to “Create a Center to Downtown that is active throughout the day and into the evening - year-round. The Walnut/ Broadway Intersection should become the heart of this area. because they

represent the best the community has to offer. To promote these ideals, this Plan favors policies and development patterns that improve downtown for those who currently use it and patterns that support the places that people value. Therefore, development patterns and land uses in this Plan seek to support the Main Street character of Broadway, the importance of Walnut Street as a promenade to the River . . ." The reuse of this existing building as a place people will gather throughout the year is in direct alignment with the Downtown Small Area Plan goals and with the supporting zoning ordinance for Downtown uses.

### **PLANNING COMMISSION REVIEW AND RECOMMENDATION**

The Planning Commission reviewed the proposed conditional use permit and held a public hearing on the item during its regular meeting on March 4, 2025.

During their discussion, the Commission requested clarification on the location of public parking options near the site. The Commission also questioned whether the current public parking on-street could at some point become private parking, for example with private parking signage. Staff indicated that there would have to be a specific project decision of the City Council. It was also noted that the parking lot near the Block 52 building includes both a City-owned public parking lot and a privately-owned lot, both of which are subject to a cross easement for public parking. The parking lots accommodate the uses in the Block 52 building but are also subject to a cross easement for public parking.

The Commissioners verified that with building permitting, the appropriate number of accessible stalls on-site would be evaluated.

Staff clarified for the Commission that cross-parking is allowed when the uses are directly adjacent to one another; the parking lots are joined and when the lots are used by the public. The CUP consideration is authorizing the public use of the 6 spaces on the lot as cross-parking with the private lot to be used simultaneously by the public.

A conditional use permit is also required by code for joint parking, when two uses which may not be directly adjacent to one another but share parking when spaces or when operational times are off set. The current code does not allow joint parking when more than 300 feet from the business. Staff explained that the condition in Exhibit Z is written to accommodate the cross parking and joint parking should the city amend the code as noted in the staff report, with the applicant paying into the parking fund for the remaining deficiency.

Applicant Zach Barthel addressed the Commission. He cited his desire to relocate into this area of the Downtown. He stated that he has visited the new location area during nights and weekends, noting there is open public parking that could be utilized. He also commented that it is common for patrons to walk to destinations in downtown areas. Mr. Barthel explained that his proposal includes a rooftop patio for riverfront viewing, an upgrade to the building for the

community. He noted that he would designate staff parking elsewhere to allow for more patronage parking closer to the building.

Staff indicated that parking utilization studies will be needed as businesses and parking demands change.

Following discussion, the Commission unanimously recommended approval of the conditional use permits, noting the value of the proposal relative to the goals for Downtown and the shared nature of parking within downtown areas.

### **STAFF RECOMMENDED ACTION**

The zoning ordinance applies parking demand to each use based on a set of standards intended to estimate the likely demand that the use creates for parking supply. In the downtown area, that parking demand is eligible to be reduced to just 60% of the standard due to the availability of public parking, where the applicant provides as much parking as possible on-site, and makes that available to public use. This sharing reduces the overall parking construction costs for private parties and accommodates shared use of parking by customers of the businesses within the Downtown consistent with the “park once” parking schematic provided in the Downtown Small Area Plan. Staff therefore recommend the Conditional Use Permit for cross-parking, subject to the conditions in Exhibit Z.

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

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

### **SUPPORTING DATA**

- A. Resolution PC-2025-13
- B. Aerial Site Image
- C. Applicant Narrative
- D. Applicant Parking Plan
- E. Downtown Public Parking Availability Map
- F. Cross (Joint) Parking Agreements

- G. Chief Building Official's Letter, dated February 25, 2025
- H. Public Comment Letter – ***Received Following Planning Commission Public Hearing***
- I. Downtown Small Area Plan, Excerpts
- J. Monticello Zoning Ordinance, Excerpts
- Z. Conditions of Approval

**EXHIBIT Z**

**Conditions of Approval**

**Conditional Use Permit for Cross & Joint Parking**

**106 Walnut Street | 155-010-052130**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**ADOPTED** this 4<sup>th</sup> day of March, 2025 by the Planning Commission of the City of Monticello, Minnesota.

MONTICELLO PLANNING COMMISSION

By:   
\_\_\_\_\_  
Andrew Tapper, Chair

ATTEST:

  
\_\_\_\_\_  
Angela Schumann, Community Development Director

# Consideration CUP for Proposed Cross Parking Agreement in Central Community District

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

Created by: City of Monticello



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## NORDIC TAP HOUSE 106 WALNUT ST. MONTICELLO MN

### EXECUTIVE SUMMARY

#### Overall SQ footage of inside spaces.

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

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

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

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

**Total = 104.95 supposed parking spaces needed.**

#### Nordic Parking Information

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

#### Parking agreements.

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

#### Hours and Busy Times for the Nordic.

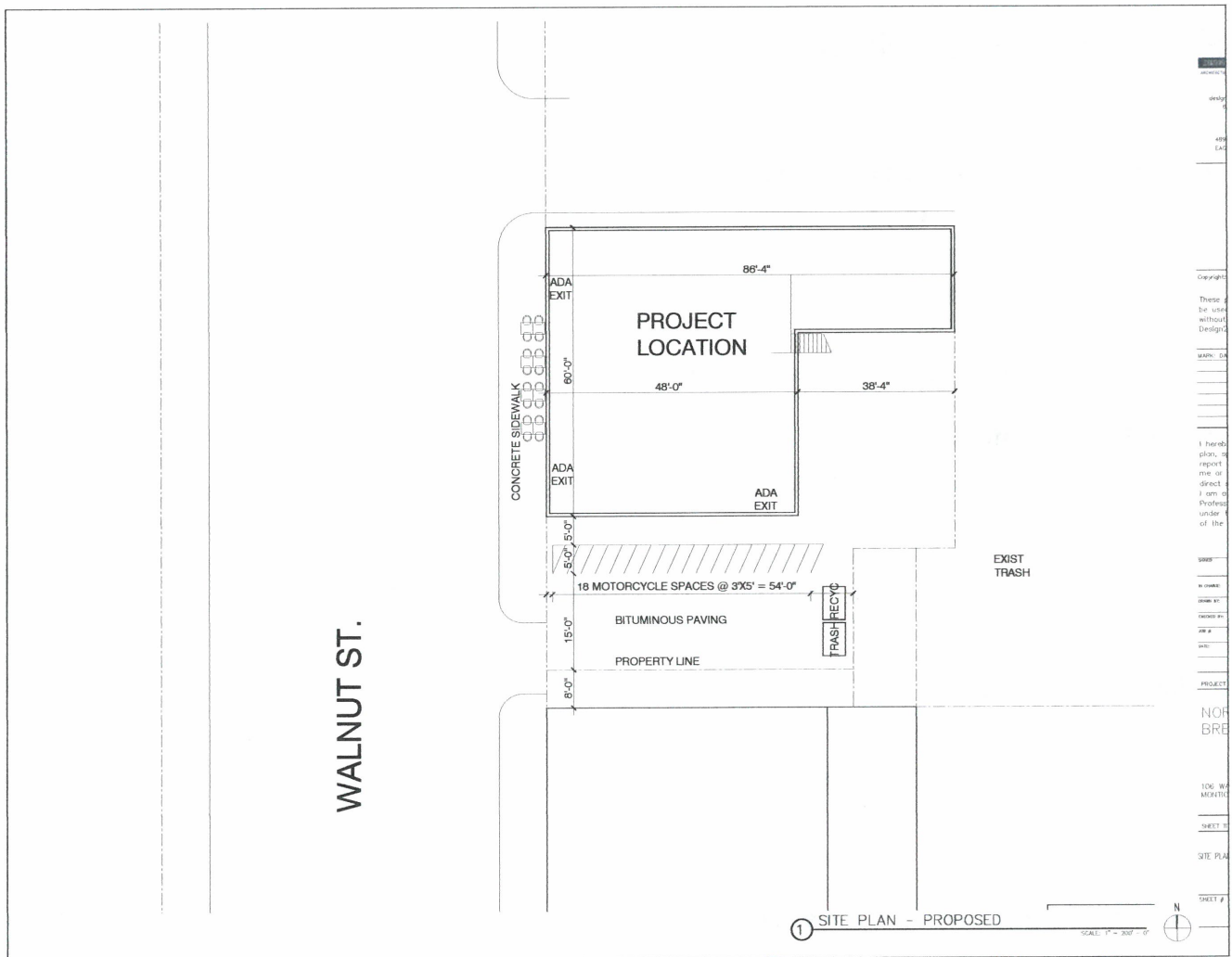
Our hours of operation at the new location will be as follows with the exception of potentially opening for breakfast at 9am Saturdays and Sundays possibly down the road if our beloved Cornerstone Cafe falls.

**Sun-Thu: 11am -10pm**

**Fri-Sat: 11am - 12am**

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

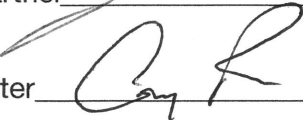


## Zach's Site Plan Review



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

Zach Barthel  . Date 2-11-25

Cory Ritter  . Date 2/11/25

# Number of parking stalls at Schlenner Wenner & Co

## 57 total parking spots

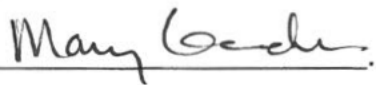
- Schlenner Wenner & Co – 5210 square feet – office
  - Foster White – 5056 square feet – office
  - AOMS – 2748 square feet – medical
  - Edward Jones – 1307 square feet - office
- Schlenner Wenner & Co. Aerial Image

Created by: City of Monticello





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

Zach Barthel  . Date 2-11-25

Mary Gardner  . Date 2-11-25

Per requirements below

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

Good morning Russell,

Heard back from Secura.

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

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

Christense  
n Group  
Logo







PHONE: 763-295-2711 FAX: 763-295-4404  
505 Walnut Street | Suite 1 | Monticello, MN 55362

February 25, 2025

Re: The Nordic

General Comments

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

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

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

Sincerely,

Bob Ferguson

Chief Building Official/Zoning Administrator

**From:** [Brendan Muldoon](#)  
**To:** [Angela Schumann](#)  
**Subject:** Urgent Parking Concerns Regarding Proposed Brewery CUP  
**Date:** Wednesday, March 19, 2025 2:28:50 PM

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Good afternoon, Angela

Mark Buchholz has asked me to provide the email below to you regarding our ongoing concerns with the brewery's recent application. Can you please circulate the email below in the to the City Commissioners prior to the upcoming meeting? Thank you in advance! Brendan

Dear City Commission Members,

I am writing to express our opposition to the proposed brewery CUP due to its significant and potentially lasting negative impact on downtown parking availability. While we welcome the prospect of a brewery that can generate increased foot traffic and contribute to a vibrant urban atmosphere, the current proposal fails to address the critical parking deficiencies in our area. The brewery's plan provides only **six off-street parking spaces** despite a proposed capacity of **241 patrons and 12-15 staff members**. During peak hours of operation, this demand will require nearly every available space in our parking lot, as well as the on-street parking stalls along both **Wall and River. Our parking is already strained**, and the additional demand will create unnecessary hardship for local residents and businesses that rely on accessible parking. **Furthermore, because this location is transitioning from a retail space to a brewery**, it is providing only a nominal amount of additional parking, yet it will significantly increase parking demand, further overburdening the immediate area.

Additionally, **our proposed restaurant, which notable, was incorporated into our original development plan, will now be forced to compete with the brewery for the same limited parking spaces**. This will not only make it more difficult to attract a viable restaurant tenant but also jeopardize the overall balance of businesses downtown by prioritizing one establishment's parking needs over others.

It is also important to note that our own project at **Block 52 still has an additional 10,300 square feet of leasable space** that will require a substantial amount of parking. This fact further underscores the growing parking demands in the downtown area and the necessity for any new development proposals to include robust parking solutions. The increased demand from both our future tenants and the brewery would create an unsustainable burden on the already limited parking infrastructure, potentially deterring new business investments and **negatively impacting**

**the downtown economy.**

In closing, while we would be thrilled to have another amenity such as a brewery for those living and working in **Block 52** to enjoy, **if parking were not an issue**, we are left with no choice but to voice our concerns. The **spin-off development** that Block 52 is creating is a great thing for the downtown area, but it requires **additional parking** to support that growth. Without proper parking solutions in place, this potential for further economic development and vibrancy will be severely limited. **Without substantial parking mitigation measures**, this development could significantly disrupt the balance of the area, and we urge the City Commission to either **deny the proposed brewery CUP or require a comprehensive parking solution**. It is critical that any new development in the downtown is paired with a plan that maintains the quality of life and economic stability in the area.

Thank you for your attention to these critical issues.

**Brendan Muldoon**

Commercial Realtor

PROPERTY RESOURCES GROUP

4609 33<sup>rd</sup> Avenue South, Suite 400

Fargo, North Dakota 58104

Phone: (701) 499-3938

Cell: (701) 318-2699

[<image001.png>](#)

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## Frameworks: Parking

### General Approach

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

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

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

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

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

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

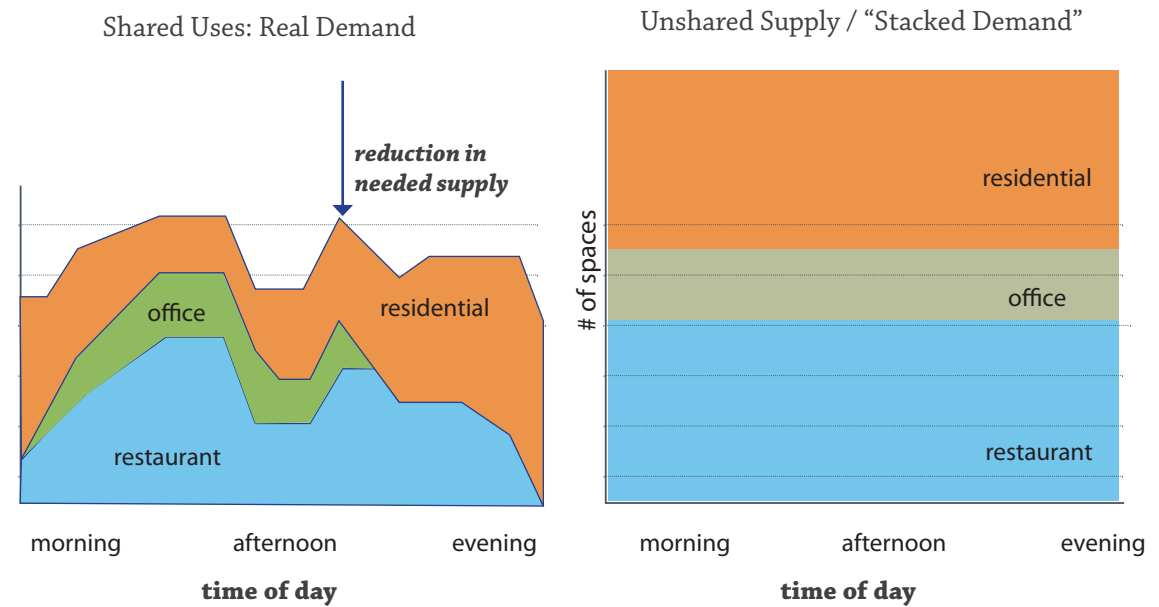
The single most important improvement to be made is improvements to the Walnut / Broadway intersection. The lack of stop signs at this intersection makes it uncomfortable for pedestrians to cross, which in turn makes it unlikely for visitors to utilize parking on one side of Broadway when their destination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

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

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

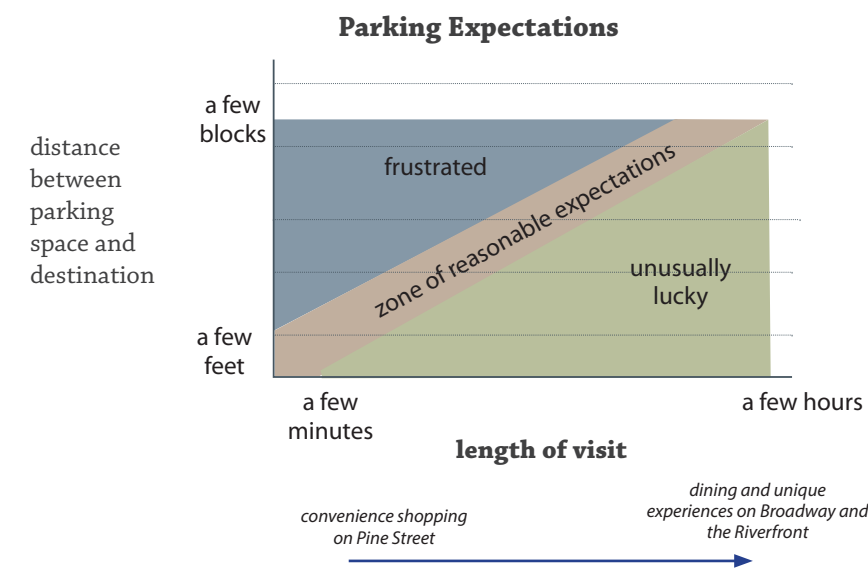
Shared parking benefits multiple user groups. First, allowing less parking to be built saves up to \$20,000 per space in construction costs. Cheaper development costs then facilitate lower sale or lease costs for would-be homeowners or renters. Second, well-crafted shared parking agreements can allow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

### Shared Parking in a Downtown



### Shared Parking in a Downtown

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



### Parking Expectations Change as Broadway Changes

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

**Parking Recommendations**

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

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

**Specific Block By Block Recommendations**

**Block 52:**

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

**Block 51**

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

**Block 35**

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

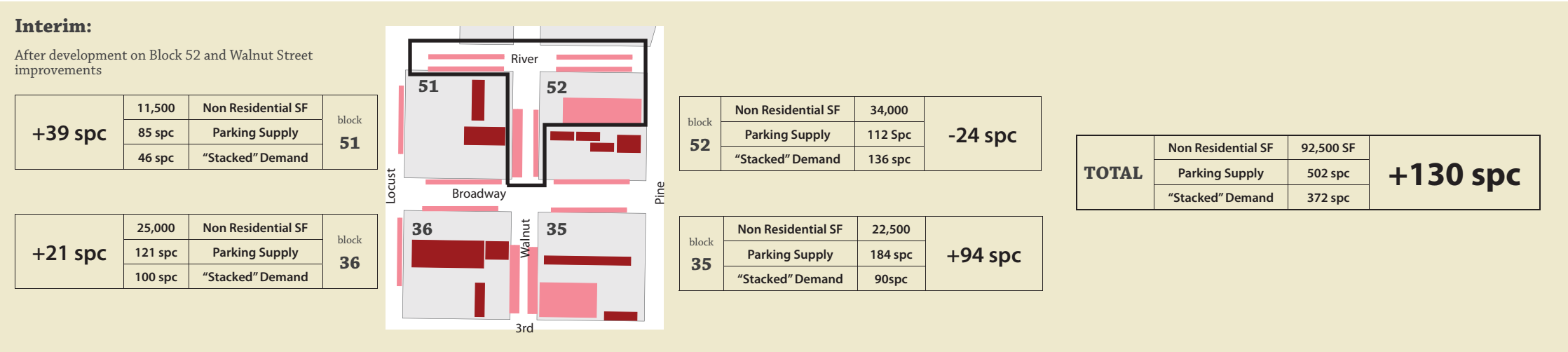
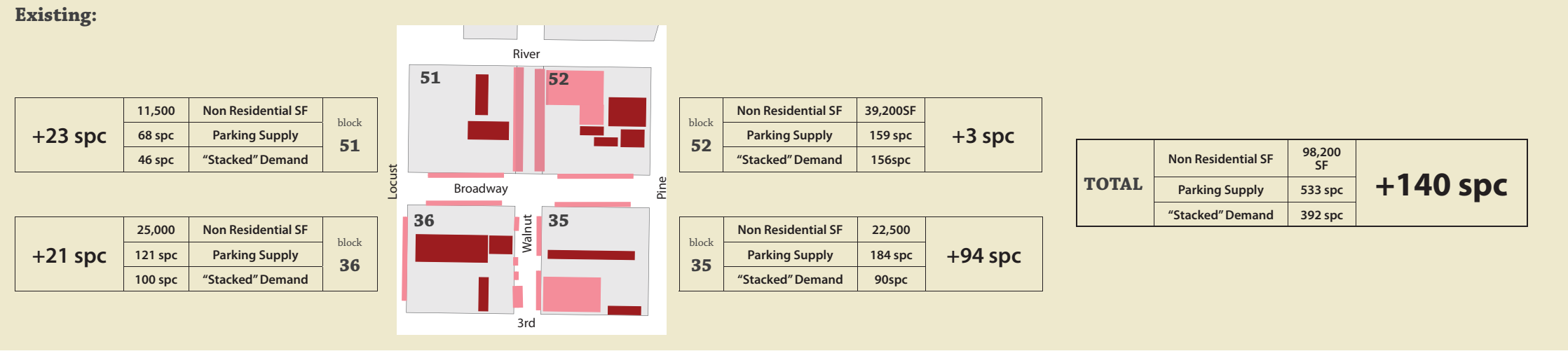
**Block 36**

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

**Other**

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

### Supply and "Stacked" or "Unshared" Demand Analysis



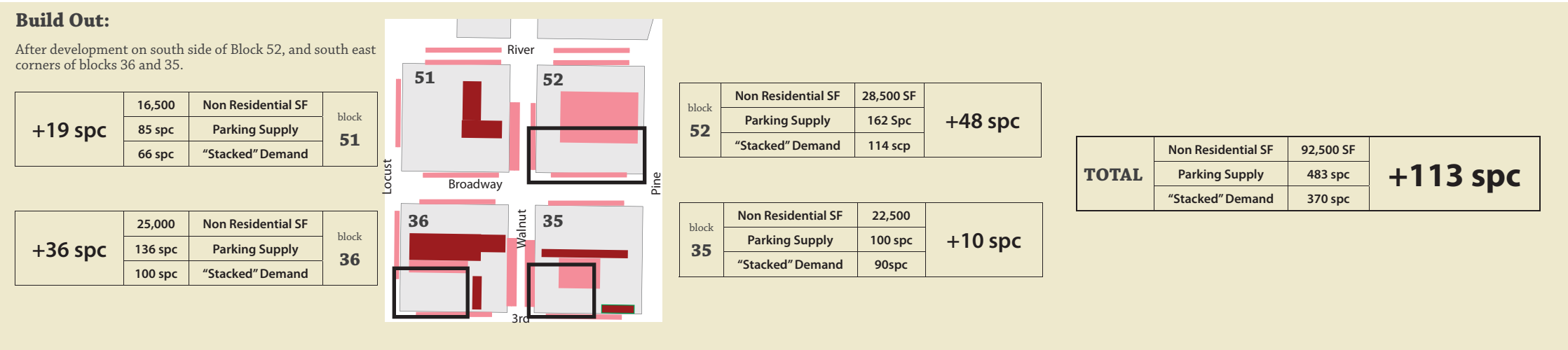
public  
private

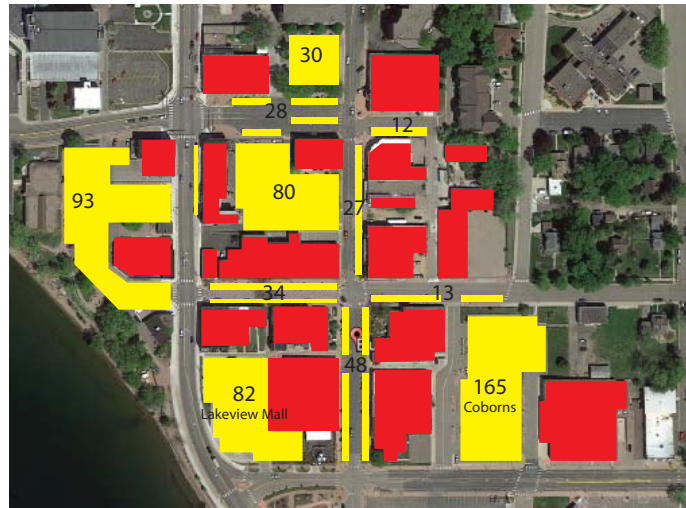
note: "stacked" parking demand assumes 4 spc / 1000 SF. This is greater than the current Monticello downtown standard of 2.8 spc / 1000 SF

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

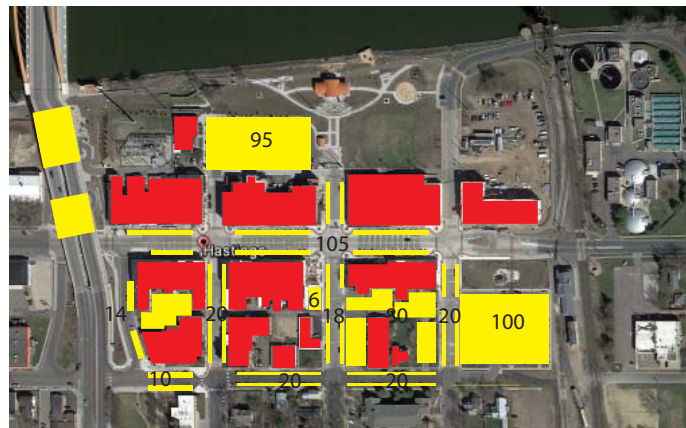
note: assumes all new residential parking is underground. This allows the middle of the block to be used for public parking.

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

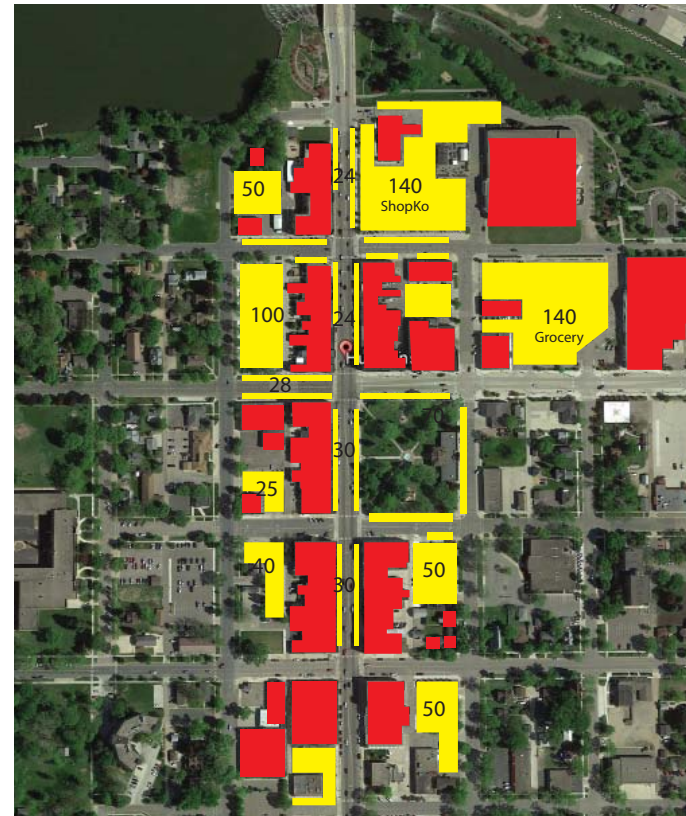




Buffalo, MN



Hastings, MN



Hutchinson, MN

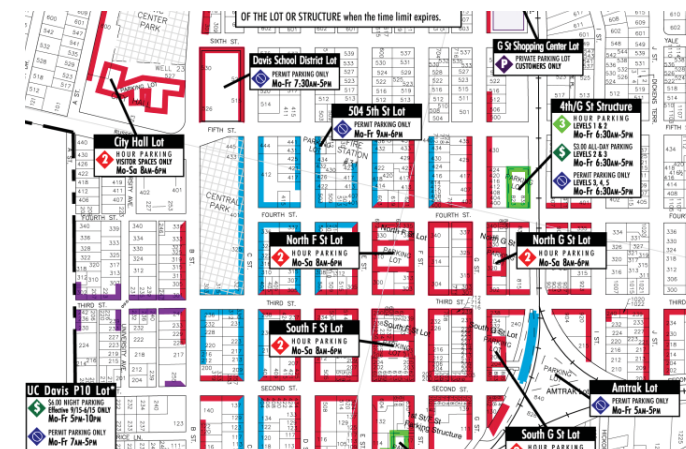
**Main Streets In Minnesota**

The arrangement of buildings, open spaces, and parking impacts whether or not a Main Street maintains its human scale and pedestrian character. In the three cities illustrated above:

- » parking is accommodated in a variety of configurations. All three examples offer on-street parking, parking behind buildings, and larger lots on the edge of the downtown. Some of the parking is dedicated to a single use, such as a grocery store, however most of it is shared between all users downtown.
- » Main Street is reinforced with a building pattern that aligns with the back of the sidewalk. By enclosing the street with buildings, a public room is created and retailers benefit from pedestrian traffic on both sides of the street.



Kalamazoo, MI



Loveland, CO



**Signage and Wayfinding**

Signage and wayfinding are a small but important part of the parking process and overall downtown experience. Coordinated signage and wayfinding will make it easier for visitors to come to downtown and it presents a cohesive and coordinated image.

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

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

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

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

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

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

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

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

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

(e) *Parking Stall Requirement: Schedule #2.* Uses subject to Off-Street Parking Schedule #2 have widely varying parking demand characteristics, making it very difficult to specify a single appropriate off-street parking standard. Upon receiving a development application for a use subject to Schedule #2 standards, the Community Development Department is authorized to apply the off-street parking and loading standard specified for the listed use that is deemed most similar to the proposed use or establish minimum off-street parking requirements on the basis of a parking study prepared by the applicant. The study must include estimates of parking demand based on recommendations of the Institute of Traffic Engineers (ITE) or other acceptable estimates as approved by the Community Development Department, and should include other reliable data collected from uses or combinations of uses that are the same as or comparable with the proposed use. Comparability will be determined by density, scale, bulk, area, type of activity, and location. The study must document the source of data used to develop the recommendations.

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

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

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

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

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

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

(e) Conditions required for joint use:

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

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

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

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

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

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

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

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

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

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