



## Request for Council Action

**TO:** Mayor and City Council  
**THROUGH:** Tim Murray, City Administrator  
Deanna Kuennen, CED Director  
**FROM:** David Wanberg, City Planner  
**MEETING DATE:** February 12, 2019  
**SUBJECT:** Resolution 2018-247 Establishment of a  
Residential Parking Permit Program for the Central  
Business District

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### **Background:**

On November 27, 2018, City Staff presented the City Council with Resolution 2018-247, which, if approved, would establish a residential parking permit program for the central business district. Rather than taking action to approve or deny the resolution at the Council meeting, the Council directed City Staff to schedule a Joint Committee meeting to further discuss the proposed residential parking permit program.

The Joint Committee discussed the residential parking permit program at its January 29, 2019 meeting and directed City Staff to bring back Resolution 2018-247 to the February 12, 2019 City Council meeting for Council action. At the direction of the Joint Committee, no changes were made to Resolution 2018-247.

### **Recommendation:**

Approve Resolution 2018-247 based on the written findings in the resolution. Approval requires a majority vote of the City Council.

### **Attachments:**

- Resolution 2018-247

## **CITY OF FARIBAULT**

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### **RESOLUTION #2018 - 247**

#### **ESTABLISHMENT OF A RESIDENTIAL PARKING PERMIT PROGRAM FOR THE CENTRAL BUSINESS DISTRICT**

**WHEREAS**, Chapter 15, Section 15-60 of the Faribault Code of Ordinances grants the City Council the authority to establish and implement a parking permit program; and

**WHEREAS**, the City Council previously approved parking permit programs in 1983 and 1988, but discontinued the programs in 1993; and

**WHEREAS**, a Downtown Parking Committee appointed by the City Council recommended to the City Council in 2018 to establish (or reestablish) and implement a residential parking permit program for residential units in the Central Business District (CBD); and

**WHEREAS**, the City Council finds that establishment of a residential parking permit program for the CBD will help promote economic development in the CBD by reducing parking requirement barriers that would otherwise curtail the enhancement of existing residential uses and the development of new residential uses in the CBD; and

**WHEREAS**, establishment of a residential parking permit program for the CBD is in the public interest and is not solely for the benefit of a single property owner.

**NOW, THEREFORE BE IT RESOLVED**, as follows:

**Section 1. Findings.** The recitals set forth in this resolution and exhibits attached hereto are incorporated into and made a part of this resolution, and where applicable, constitute the findings of the City Council.

**Section 2. Establishment of a Residential Parking Permit Program for the Central Business District.** The Faribault City Council hereby establishes a residential parking permit program (the program) for residential units in the Central Business District (CBD) as follows:

- A. Intent. The program is intended to accomplish the following:
  - i. Strengthen the economic vitality of the CBD by reducing parking requirement barriers that would otherwise curtail the enhancement of existing residential uses and the development of new residential uses in the CBD; and
  - ii. Provide a means to help manage residential parking in the CBD.
  
- B. Administration of the Program. The City of Faribault Department of Administration shall be responsible for administering the program, including issuing permits and maintaining a record of the permits.
  
- C. Core Provisions of the Program. The program shall include the following core provisions, which shall not be repealed or amended without City Council action:
  - i. A property owner of a residential unit in the CBD shall have the option to obtain a residential parking permit from the City of Faribault for use by the tenant of the residential unit. Participation in the program is voluntary.
  - ii. A residential tenant in the CBD shall have the following parking privileges:
    - a. Park a legal and operable passenger vehicle (with or without a residential parking permit) in any City-owned or managed parking stall in the CBD in a manner compliant with the posted parking regulations and the Faribault Code of Ordinances; and

b. Park a legal and operable passenger vehicle with a valid residential parking permit in a posted 18-hour parking stall in a City-owned or manage parking lot in the CBD for a maximum of fourteen (14) consecutive days without having to move the vehicle, except as noted otherwise in this resolution or in the Faribault Code of Ordinances.

iii. The program does not provide a permit holder with an assigned or reserved parking stall.

iv. All vehicles, regardless of whether they have a valid permit, shall comply with the City's policies and regulations related to snow removal, parking lot closures for maintenance and special events, and other situations, which may necessitate the moving of vehicles.

v. The fee for a City-issued residential parking permit, if any, shall be as identified in the official fee schedule of the City of Faribault, which the City Council may periodically update.

D. Supplemental Provisions of the Program. The City Council hereby authorizes the City's Department of Administration to develop, implement, and amend supplemental provisions of the program as generally outlined in Exhibit A of this resolution and as needed to further the intent of the program. The Department shall distribute a copy of the program's provisions with each permit issued. The property owner shall be responsible for distributing the permit and the program's provisions to his or her residential tenants.

**Section 3. Repeal and Replacement of Previous Resolutions and Measures.** This resolution shall repeal and replace all previous provisions of resolutions of the City Council related to parking permits in the Central Business District that are in conflict with the provisions of this resolution. Provisions to be repealed shall include, but not be limited to, the applicable provisions of Resolution 88-231 and Resolution 83-152.

**Section 4. Authorization to take Additional Steps.** City Staff, City Consultants, and the City Attorney are hereby directed to take any and all additional steps and actions necessary or convenient to accomplish the intent of this resolution.

**Section 5. Approval and Effective Date.** The City Council hereby approves the residential parking permit program as outlined in this resolution and the exhibit attached hereto. This resolution and the residential parking permit program shall be in full force and effect after its passage.

**Date Adopted:** February 12, 2019

**Faribault City Council**

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**Kevin F. Voracek, Mayor**

**ATTEST:**

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**Timothy C. Murray, City Administrator**

**EXHIBIT A:  
RESIDENTIAL PARKING PERMIT PROGRAM FOR THE CENTRAL BUSINESS  
DISTRICT**

**EFFECTIVE DATE: FEBRUARY 12, 2019**

*The responses to the questions below constitute the provisions of the Residential Parking Permit Program, which the City can enforce. The City's Department of Administration may periodically update these provisions as needed to meet the intent of the Residential Parking Permit Program as stated in Resolution 2018-247, which the City Council approved on February 12, 2019.*

**What is the intent of the Residential Parking Permit program?**

The program is intended to strengthen the economic vitality of the Central Business District (CBD) by reducing parking requirement barriers that would otherwise curtail the enhancement of existing residential uses and the development of new residential uses in the CBD. The program is also intended to help the City manage residential parking in the CBD.

**What are the benefits of a permit?**

A residential parking permit allows a valid holder of the permit to park a legally operable passenger vehicle in a 18-hour parking stall in a City-owned or managed parking lot in the Central Business District for up to fourteen (14) consecutive days without having to move the vehicle, except as posted otherwise or as noted otherwise in the Faribault Code of Ordinances.

**Does a residential parking permit provide the permit holder with a reserved or assigned parking stall?**

No, a permit holder has no special rights for exclusive use of any public parking space in the CBD.

**Who can obtain a permit?**

The City will only issue a permit to the owner (or an authorized agent of the owner) of a residential unit in the Central Business District. The City will not issue a permit to a residential tenant without the express permission of the owner of the residential unit.

**Is an owner required to obtain a permit for his or her tenant?**

The owner of a residential unit is not required to obtain a permit for his or her tenant. If the owner does not provide his or her tenant with a City-issued permit, the tenant must abide by all posted parking regulations.

**Is a residential tenant required to participate in the program?**

Participation in the program is voluntary. However, residents in the CBD who do not have a permit must abide by all posted parking requirements.

**How many permits can the City issue per residential unit?**

The City will issue no more than one (1) residential parking permit per residential unit.

**If a residential tenant has more than one vehicle, can the residential tenant transfer the permit to another vehicle associated with the residential unit?**

The tenant can transfer the permit to another vehicle associated with the unit. However, the tenant cannot sell or give the permit to someone for use in a vehicle not associated with the residential unit.

**Can a property owner obtain a permit for a non-residential use?**

A residential parking permit can only be used by a residential tenant of the property owner.

**When and how can a property owner obtain a residential parking permit for his or her residential tenant?**

Each year, during the month of March, a property owner of a residential unit in the CBD may request that the City's Department of Administration issue a residential parking permit for the unit. The property owner should contact the City's Department of Administration for additional information.

**How long is a residential parking permit valid?**

A permit is valid for 12 months from April 1 to March 31.

**Is there a cost to obtain a permit?**

At this time, there is no cost associated with the permit. If the City opts to charge for a residential parking permit in the future, the cost will be as identified in the City's Official Fee Schedule.

**How should a residential parking permit be displayed in the vehicle?**

To be valid, the residential parking permit must be hung from the rearview mirror inside the vehicle. Additional information on the proper display of the permit can be found on the permit.

**Will the City issue a replacement permit for a lost or stolen permit?**

The City will not issue a replacement permit. If a permit is lost or stolen, the property owner of the residential unit can apply for a new permit in March.

**Will the City notify the owner of the vehicle with a permit if the vehicle must be moved for parking lot maintenance or other reasons?**

The City will not make a special effort to notify a residential tenant that his or her vehicle must be moved. However, the City may a post sign in a parking lot that informs people of when all vehicles in the parking lot must be removed for maintenance or other reasons.