



**City of White Bear Lake
Community Development Department
4701 Highway 61 N.
White Bear Lake, Minnesota 55110
651-429-8561 | www.whitebearlake.org**

Parking Lot Guidelines (Industrial, Commercial & Multi-Family Apartments)
(For Single, Two Family, Townhomes and Quadplexes see the driveway handout)

Permit Submission Requirements:

- Completed building permit application, including valuation (materials & labor)
- Two complete sets of plans – See all general provisions listed below.

Permit Fee: See current fee schedule at www.whitebearlake.org

Inspection Requirements:

- Inspection shall be called in prior to pouring curbs and prior to paving the lot.
- Where setbacks require measurement verification, property lines shall be identified.
- Where catch basins & storm water piping is part of the project, inspection shall be scheduled prior to backfilling piping & structures.

Setbacks:

All exterior parking and hard surface areas (except that portion of the driveway crossing the public right-of-way to give access to the street) must be:

- No closer than fifteen (15) feet from any street right-of-way or street easement.
- No closer than five (5) feet from the main building.
- No closer than five (5) feet from any side or rear lot line unless:
 - adjacent to an alley, then the setback shall be increased to fifteen (15) feet
 - when a business abuts residential property, the setback shall be increased to twenty (20) feet
- No closer than 50 feet from the Ordinary High Water Level of a DNR Lake.

General Provisions:

1. All new parking lots, alterations, or additions to existing parking lots shall require a grading & parking lot permit.
2. **Stalls:** Each parking space shall be not less than eight and one-half (8 ½) feet wide and twenty (20) feet in length, exclusive of aisles, and each space shall be served adequately by access aisles. All parking stalls must be stripped with white or yellow lines not less than four (4) inches wide. For the total number of stalls required by the use, see the Zoning Code Section 1302.050, Subd. 8. Accessible stalls shall be provided in accordance with the Minnesota State Accessibility Code Section 1106.
3. Parking areas must be designed so that the circulation between parking bays or aisles occurs within the designed parking lot and does not depend upon a public street or alley. Parking area design, which requires backing into the public right-of-way, is prohibited. Head-in parking, directly off and adjacent to a public street, with each having its own direct access to the public street is prohibited.
4. **Curb cuts:** No curb cut may exceed thirty-two (32) feet wide unless approved by the City Engineer due to special circumstances. Please refer to the attached spec sheet for Commercial Curb Opening Standards. All properties are entitled to at least one (1) curb cut on a local street. Each property shall be allowed one (1) curb cut for each one-hundred twenty-five (125) feet of street frontage. The distances between driveway access curb openings onto a public street shall not be located less than forty (40) feet from one another. No curb cut access may be located less than forty (40) feet from the intersection of two (2) or more street rights-of-way. This distance is measured from the intersection of lot lines. On a County or State road, contact the respective

jurisdictional agency.

5. All driveways and parking areas, except those for less than five (5) vehicles, must be graded according to a drainage plan, which has been approved by the City Engineer. The grade elevation of any parking area may not exceed five percent (5%).
6. All lots shall be surfaced with blacktop, concrete or another approved hard surface material. Material such as gravel, class 5, or crushed concrete may not be used.
7. Lighting: Any light or combination of lights, which cast light on a public street, shall not exceed one (1) foot candle (meter reading) as measured from the centerline of said street. Any cast on a residential property shall not exceed four-tenths (0.4) foot candles at the property line. Except when part of a public safety device or a temporary seasonal display, all LED light sources must be controlled and equipped with opaque covers, lenses or shields, or otherwise designed, to provident direct views of the light source. If lighting is proposed, a photometric plan and light fixture specs must be submitted for review.
8. Stormwater: Stormwater management is required for any land disturbing activity that results in the addition or full reconstruction of 10,000 square feet or greater of impervious surface, or for any disturbance, regardless of size, that the City determines is likely to cause an adverse impact to an environmentally sensitive area (typically riparian parcels). See the City's Engineering Design Standards. For disturbances less than 10,000 sq. ft. in size, the City strongly encourages the routing of stormwater to landscaped areas/parking lot "islands" whenever possible. However, this is not always feasible, particularly with existing lots that are not being re-graded. The City standard is MnDot approved B6-18 curb and gutter. Curb cuts and ramps for the handicapped shall be in accordance with State Law. The City may exempt curbing:
 - a) Where the parking pot directly abuts a sidewalk, which is sufficiently higher than the grade of the parking lot and satisfied the curbing requirement.
 - b) Where the City has approved future expansion.
 - c) Where the City has approved an alternative design.
9. Perimeter landscaping: All open off-street parking areas of five (5) or more spaces must be screened from abutting or surrounding residential views and views from the public right-of-way. One tree measuring 2.5 inches in caliper shall be planted for each 25 feet of landscaped area length. One shrub measuring a minimum of 18 inches in height at planting, and not to exceed 5 feet at maturity, shall be planted for every 3 feet of landscaped area length. Shrubs should be spaced linearly to adequately screen vehicle bumpers and/or a low pedestrian wall the height of which provides effective screening to a maximum height of 3.5 feet. Landscaped areas outside of shrub and tree masses shall be planted in turf or other ground cover.
10. Interior landscaping: All parking facilities of twenty (20) contiguous spaces or more shall be subject to interior landscaping at the rate of 144 square feet of parking lot "island" for every 10 parking spaces. Landscaping areas located along the perimeter of a parking lot beyond the curb or edge of pavement shall not be included toward satisfying this requirement. Interior parking landscaping areas shall be a minimum of 8 feet in width, as measured from back of curb to back of curb. One shade tree a minimum of 2.5 inches in caliper shall be provided for every 144 square feet of landscape "island". A minimum of 50% of every interior parking lot landscaping island shall be planted with an approved ground cover in the appropriate density to achieve complete cover within 2 years.
11. Irrigation: All perimeter and interior parking lot landscaping shall have an automatic irrigation system with a rain gauge sensor.