



CITY OF SPRING PARK  
JOINT MEETING:  
PLANNING COMMISSION &  
COUNCIL  
MEETING AGENDA  
FEBRUARY 11, 2026 – 5:00 PM  
SPRING PARK CITY HALL

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1. MEET AND GREET/SELF INTRODUCTIONS (5-6PM)
2. CALL TO ORDER (6PM)
3. APPROVAL OF AGENDA
4. TOPICS OF DISCUSSION
  - ADU Ordinance Language
  - Parking requirements (additional parking needs)
  - Tree Preservation Ordinance
  - City Events/ Holiday Lighting
  - Comprehensive Plan Update
5. MISCELLANEOUS
6. ADJOURNMENT



CITY OF SPRING PARK  
PLANNING COMMISSION MINUTES  
NOVEMBER 12, 2025 – 6:00 PM  
SPRING PARK CITY HALL

1. CALL TO ORDER

The meeting was called to order at 6:00pm.

Commissioners present: Chair Hoffman, Commissioners Avalos, Homan, and Terryll.

Staff present: City Administrator Anderson and City Planner Lori Johnson

2. APPROVAL OF AGENDA

*Planning Commissioner Terryll motioned, being seconded by Planning Commissioner Homan, to approve the agenda as presented, moving the public hearing to follow the ADU and Parking Requirement agenda items. On vote being taken, the motion was unanimously approved.*

3. APPROVAL OF MINUTES

a. Planning Commission Minutes – October 8, 2025

*Planning Commissioner Homan motioned, being seconded by Planning Commissioner Terryll, to approve the Planning Commission minutes from October 8, 2025. On vote being taken, the motion was unanimously approved.*

4. ADU REQUIREMENTS

City Planner Johnson recapped the following changes to the ordinance language for Auxiliary Dwelling Units (ADU's) that the Planning Commission required:

- Allowance of detached units.
- ADU must be occupied by a family member.
- The property must be homesteaded.
- Impervious surface requirements must be met.
- ADU's can be over detached garages

Commissioner Avalos also recommended changing the ADU size limit to 400 sq. ft. versus 600 sq. ft.

Chair Hoffman proposed removing the language that references the yard location requirement of an ADU.

*Chair Hoffman motioned, being seconded by Commissioner Avalos, to approve the ADU ordinance language requirements as stated above for Auxiliary Dwelling Units. On vote being taken, the motion was unanimously approved.*

5. PARKING REQUIREMENTS

Ordinance language changes for parking will now include parking requirements for personal services such as health clubs and beauty salons.

*Chair Hoffman motioned, being seconded by Commissioner Homan, to approve the parking ordinance language changes as stated above. On vote being taken, the motion was unanimously approved.*

All meetings of the Spring Park Planning Commission are video recorded and available for viewing online at [www.ci.spring-park.mn.us](http://www.ci.spring-park.mn.us) or [Spring Park | Lake Minnetonka Cable Commission \(lmcc-tv.org\)](http://Spring Park | Lake Minnetonka Cable Commission (lmcc-tv.org)). Meeting minutes are intended to be a general synopsis of the meetings of the Planning Commission. Additional detail regarding discussions and policy considerations is provided by watching the recording of the meeting.

PUBLIC HEARING – Amending ADU & Parking Ordinance Language (*notice published in the October 25, 2025 edition of The Laker Pioneer*)

*Chair Hoffman opened the public hearing at 6:24pm. With no public comments received, the public hearing was closed at 6:24pm. Chair Hoffman motioned, being seconded by Planning Commissioner Terryll, to close the public hearing at 6:24pm. On vote being taken, the motion was unanimously approved.*

6. TREE PRESERVATION

City Planner Johnson reviewed the tree preservation ordinance language from other cities. She asked what the priority was, canopy trees or heritage trees or both. Commissioner Homan would like to include provisions to preserve the heritage trees. Commissioner Terryll would like to include a diversity of species. Planner Johnson mentioned that some requirements are covered in the landscape ordinances. She will bring some examples to the next meeting.

7. MISCELLANEOUS

Commissioner Avalos has been researching additional parking options within the city. He stated there are a few lots in the city that could be utilized. One is on Lilac and Northern and the other is by Wilkes Park. He stated that the one on Lilac and Northern could be either additional parking spaces or another park. The lot by Wilkes Park could be made into another entrance to the park. All agreed that we should move forward with exploring the options for these lots. City Administrator Anderson stated that public work is going to trim up the trees at Wilkes – Commissioner Homan asked if he could have them trim the vines by the compost bins as well.

8. ADJOURNMENT

*There being no further discussion, Planning Commissioner Avalos motioned, being seconded by Planning Commissioner Terryll, to adjourn the meeting at 7:36p.m. On vote being taken, the motion was unanimously approved.*

Respectfully submitted,  
Jamie Hoffman, City Clerk

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## City of Spring Park Memorandum

**To:** Mike Anderson, City Administrator  
Spring Park City Council

**From:** Lori Johnson, City Planner

**Date:** December 29, 2025

**Regarding:** Proposed ADU Ordinance Discussion

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The Planning Commission initiated a conversation about creating an Accessory Dwelling Unit Ordinance (ADU) at their August 2025 meeting. Following a thorough evaluation, I provided recommendations regarding possible amendments to the ordinance. Subsequent discussions by the Planning Commission on these proposed changes occurred in October, and in November, the Commission voted to adopt the attached ADU ordinance for the city. The memos for these specific meetings are included in the packet of information for this item.

### **Background**

The city's current zoning ordinance allows for single and two-family dwelling units in the R-1 and R-2 residential zoning districts. The R-3 zoning district only allows townhouses, quads and apartments.

Scenario: If someone in the R-1 or R-2 district owns a lot with an existing single-family home on the property, they could construct a second attached unit on that home if the addition meets all standards in the governing zoning district.

Accessory Dwelling Units (ADU's) are typically defined as a secondary dwelling unit located on the same lot as a single-family dwelling unit, either physically attached to, within, or detached from the single-family dwelling unit. Many cities have adopted specific ADU ordinances due to the growing demand for such units.

According to the scenario above, Spring Park allows two attached units on one lot in the R-1 and R-2 zoning districts. There is no provision, however, in the current ordinance that allows for two separate dwelling units on one lot in these zoning districts.

The Planning Commission requested that staff provide an ADU ordinance that required the following elements:

- Allowance of detached units.
- ADU must be occupied by a family member.
- The property must be homesteaded.
- Impervious surface requirements must be met.
- ADU's can be over detached garages.

Staff has prepared an ordinance establishing the allowance of ADU's within the city as follows:

- Amendment to Article II, General Provisions by establishing Section 42-78. (ADU standards)
- Amendment to Article II, General Provisions, Section 42-64, referencing Section 42-78.
- Amendment to Article III, Establishment of Zoning Provisions, Division 2. R-1, Single and Two-Family Residential District, allowing ADU's as accessory uses with an administrative permit.

It is recommended that the City Council adopt/approve the proposed ordinances regarding the allowance of detached ADU's within the city.

**CITY OF SPRING PARK  
COUNTY OF HENNEPIN  
STATE OF MINNESOTA**

**ORDINANCE NO. 26-0X**

**AN ORDINANCE AMENDING CHAPTER 42: ZONING AND SHORELAND  
ORDINANCE, ARTICLE 11: GENERAL PROVISIONS  
THE CITY COUNCIL OF THE CITY OF SPRING PARK, MINNESOTA ORDAINS  
AS FOLLOWS:**

Chapter 42 of the Spring Park City Code is hereby amended by removing the ~~stricken~~ and inserting the underlined language as follows:

**ARTICLE II**

**Section 42.277. Permitted accessory uses.**

The following are permitted accessory uses in an R-1 district:

- (1) Accessory Dwelling Units with an administrative permit and subject to standards in Sec. 42-78.
  
- ~~(1)~~(2) Private garages, parking spaces and carports for licensed and operable passenger cars and trucks not to exceed a gross weight of 12,000 pounds, as regulated by section 42-67 (Off-street parking). Private garages may be used to store the private passenger vehicles of the family or families resident upon the premises only, and no business, service or industry may be carried on therein. Such garage may also be used for the storage of one commercial vehicle per dwelling unit, provided that such vehicle is owned or operated by a resident of the dwelling unit to which the garage is accessory;
  
- ~~(2)~~(3) Recreational vehicles and equipment.
  
- ~~(3)~~(4) Noncommercial greenhouses and conservatories.
  
- ~~(4)~~(5) Swimming pool, tennis courts and other recreational facilities which are operated for the enjoyment and convenience of the residents of the principal use and their guests.
  
- ~~(5)~~(6) Tool houses, sheds, and similar buildings for storage of domestic supplies and noncommercial recreational equipment.
  
- ~~(6)~~(7) Animal shelters for no more than two domestic animals belonging to the property owner or the property tenant.
  
- ~~(7)~~(8) Residential docks. Private docks and boat lifts are permitted accessory uses or permitted accessory equipment in the R-1 district subject to the following rules, regulations and conditions:

- a. Docks and lifts must comply with all applicable rules and regulations of the Lake Minnetonka Conservation District ("LMCD"), including, but not limited to, rules and regulations regarding the number of restricted watercraft permitted at a dock;
- b. Docks may be used for the mooring or storing of boats for the personal recreational use of the boat owners and their guests only; the mooring or storing of a boat or boats used in a commercial or business enterprise of any kind (including, but not limited to, guide services, fishing charters or other charter services, boat clubs, water taxis, docking services for boats stored off-site, or boat repair services) is not permitted at any dock accessory to a property located in a residential district; and
- c. If a dock is used to moor or store a boat owned by persons other than the owner(s) or occupant(s) of the property, there must be sufficient off-street parking located on the property available for parking the cars of the owners and users of each such boat.
- d. Violation of the rules, regulations and conditions contained in subsections a. through c. above may result in the imposition of administrative fines as set forth in chapter 11 of the Spring Park City Code.

~~(8)(9)~~ Ground source heat pump systems as regulated by section 42-76 of this article.

~~(9)(10)~~ Wind energy systems as regulated by section 42-76 of this article.

~~(10)(11)~~ Solar energy systems as regulated by section 42-76 of this article.

**AND**

**Section 42-64 Accessory buildings, uses and equipment.**

- (a) *[Construction time frame.]* No accessory building or use shall be constructed or developed on a lot prior to the time of construction of the principal building to which it is accessory.
- (b) *Within the R-1 and R-2 zoning districts, accessory buildings(except for those allowed in Sec. 42.78) shall meet the following standards:*
  - (1) *Accessory building size.*
    - a. *Detached accessory buildings.* The total area as measured by foundation size of all detached accessory buildings shall not exceed 1,200 square feet.
    - b. *Attached garage.* The foundation size of an attached garage shall not be larger than 80 percent of the foundation size of the principal building or 1,200 square feet, whichever is larger. The floor area of the attached garage is not counted against the 1,200 square feet of eligible detached accessory building allowance.
  - (2) *Building heights.* Within the R-1, R-2, R-3, and C-3 districts, detached accessory buildings and garages shall not exceed 16 feet in height, except for those buildings allowed in Sec. 42-78.
  - (3) *Number of accessory buildings.* The number of accessory buildings in the R-1 and R-2 districts shall be limited to one of the following:
    - a. One attached garage, one detached accessory building, plus one detached accessory building not to exceed 100 square feet or eight feet in height; or

- b. Two detached accessory buildings plus one detached accessory building not to exceed 100 square feet or eight feet in height.
- (4) *Exterior materials.* Residential accessory buildings shall utilize complimentary exterior materials and colors to that of the principal structure on the lot. Non-decorative concrete block, corrugated or flat metal panels, or unfinished metal may comprise no more than thirty percent of each wall area. Buildings allowed in Sec. 42-78 are exempt from this criteria.
- (5) *Plumbing.* Shower and bath facilities are prohibited in accessory buildings, except for those allowed in Sec. 42.78. A toilet, wash sink, or water connection are allowed in an accessory building provided:
  - a. Water connection must meet all city standards and be metered.
  - b. Connection can be made to the municipal sanitary sewer.
  - c. Payment of any applicable utility fees and sewer availability charge.
- (6) *Prohibited uses.* Accessory buildings may not be used for the following:
  - a. Home occupation.
  - b. ~~Dwelling unit.~~
  - eb. Commercial business.

AND

Section 42-78

~~Secs. 42-78 — 42-99. Reserved.~~

**Secs. 42-78. Accessory Dwelling Units.**

- (a) Accessory dwelling units may be allowed on residential lots with a detached, single-family home within the R-1 zoning district. Accessory dwelling units are not allowed on properties with apartment buildings or attached townhomes.
- (b) An accessory dwelling unit may be allowed provided if all of the following conditions are met:
  - (1) An accessory dwelling unit may be located above a detached garage that is accessory to a single-family detached home; internal to a single-family home; or detached as a standalone structure.
  - (2) An administrative permit for the accessory dwelling unit shall be applied for concurrently with the application for a building permit.
  - (3) Not more than one accessory dwelling unit shall be allowed per single-family detached lot.
  - (4) Any accessory dwelling unit shall comply with the same minimum building setback requirements as required for the living portion of the principal dwelling unit.
  - (5) Except as noted in (c) above or as otherwise specified in this subdivision, a detached accessory dwelling unit shall be subject to the same regulations as provided for in the R-1 Zoning District Chapter.

- (6) An accessory dwelling unit shall be a clearly incidental and subordinate use and shall be located in rear yards only. Any accessory dwelling unit shall be a minimum of 600 square feet with a maximum of no more than 50% of the principal structure on the lot.
- (7) The owner of the property shall reside in the principal dwelling unit or in the accessory dwelling unit. The property must be have a homestead status with Hennepin County.
- (8) There shall be no separate ownership of the accessory dwelling unit.
- (9) One off-street parking space shall be provided for an accessory dwelling unit. Adequate parking shall be shown on the permit application and shall comply with the requirements of this Chapter.
- (10) The accessory dwelling unit shall be addressed as a separate unit with the same numerical address as the principal structure pursuant to Chapter 10 (Buildings and Building Regulations and Signs) of the City Code.
- (11) The principal dwelling unit and accessory dwelling unit shall be connected to municipal sewer and water.
- (12) The accessory dwelling unit shall have a foundation and shall be a permanent structure.
- (13) Any exterior entrance for the accessory dwelling unit shall be on the side or rear of the home.
- (14) The applicant must demonstrate that the proposed new construction or modifications to existing construction comply with the building code.
- (15) Accessory dwelling units must meet any applicable shoreland or structural coverage regulations.
- (16) The maximum height for accessory dwelling units shall be 35 feet.
- (17) The accessory dwelling unit shall not be used by anyone that is not considered family to the owners of the principal structure.

**Secs. 42-79—42-99. Reserved.**

**Effective Date.** This ordinance shall be in full force and effective immediately upon its passage and publication.

**ADOPTED** by the City Council of the city of Spring Park this XX of XX, 2026.

CITY OF SPRING PARK

By: \_\_\_\_\_

Mark Chase, Mayor

ATTEST:

By: \_\_\_\_\_  
Jamie Hoffman, City Clerk

## City of Spring Park Memorandum

**To:** Mike Anderson, City Administrator

**From:** Lori Johnson, City Planner

**Date:** July 24, 2025

**Regarding:** ADU Ordinance

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The city's current zoning ordinance allows for single and two-family dwelling units in the R-1 and R-2 residential zoning districts. The R-3 zoning district only allows townhouses, quads and apartments.

Scenario: If someone in the R-1 or R-2 district owns a lot with an existing single-family home on the property, they could construct a second attached unit on that home if the addition meets all standards in the governing zoning district.

Accessory Dwelling Units (ADU's) are typically defined as a secondary dwelling unit located on the same lot as a single-family dwelling unit, either physically attached to, within, or detached from the single-family dwelling unit. Many cities have adopted specific ADU ordinances due to the growing demand for such units.

According to the scenario above, Spring Park allows two attached units on one lot in the R-1 and R-2 zoning districts. There is no provision, however, in the current ordinance that allows for two separate dwelling units on one lot in these zoning districts.

Some cities have chosen to only allow attached ADU's while some cities allow both attached and detached ADU's. If the City wishes to continue allowing attached ADU's, you would not have to change your ordinance, but you could add standards that ensure that both units architecturally fit together and by all appearances, look like a single-family home (versus two separate units). Here is an example of an ADU ordinance that allows for attached units only:

**1207.01** Standards for accessory dwelling units (ADUs). Standards for attached ADUs are as follows:

- A. Allowed as a permitted use in the R-1 and R-2 district when accessory to a single-family home.
- B. Must meet living space setbacks.
- C. No more than one (1) door may be located on the front façade of the home unless designed in a manner to minimize the visibility from the street of the second door, subject to city approval.

- D. Maximum size of 50% of the finished square footage of the primary residence or 1,200 square feet, whichever is less.
- E. The home and ADU are considered a two-family home for the purpose of application of the Minnesota Residential Code unless the home and the ADU are connected by a passageway at least forty inches (40") in width without a door.

By amending the ordinance to permit this type of ADU, the allowable uses within the R-1 district could be revised to permit only single-family homes, thereby removing two-family dwellings from the permitted use list. The use of two-family homes would continue to be allowed in the R-2 district.

It should be noted that there is no specific size requirement for ADU's in the current ordinance. If the attached second unit can meet setback requirements it is allowed.

If you wish to allow attached AND detached ADU's, you could explore that option. Here is an example of a detached ADU ordinance:

### **Accessory Dwelling Units.**

Subd. 1. Accessory dwelling units may be allowed on residential lots with a detached, single-family home within the R-1 zoning district. Accessory dwelling units are not allowed on properties with apartment buildings or attached townhomes.

Subd. 2. An accessory dwelling unit may be allowed provided all of the following conditions are met:

- (a) An accessory dwelling unit may be located above a detached garage that is accessory to a single-family detached home; internal to a single-family home; attached to a single-family home; above a detached garage; or detached as a standalone structure.
- (b) An administrative permit for the accessory dwelling unit shall be applied for concurrently with the application for a building permit.
- (c) Not more than one accessory dwelling unit shall be allowed per single-family detached lot.
- (d) Any accessory dwelling unit shall comply with the same minimum building setback requirements as required for the living portion of the principal dwelling unit.
- (e) Except as noted in (c) above or as otherwise specified in this subdivision, a detached accessory dwelling unit shall be subject to the same regulations as provided for under *REFERENCE R-1 Chapter*.

- (f) An accessory dwelling unit shall be a clearly incidental and subordinate use. The allowed area for a detached dwelling unit shall be 30 percent of the area of the rear yard, to a maximum size of 700 square feet. If attached, the allowed size of an accessory dwelling unit shall be 30 percent the gross floor area of the home, to a maximum size of 1000 square feet. Any accessory dwelling unit shall be a minimum of 200 square feet.
- (g) The exterior design of an accessory dwelling unit shall incorporate a similar architectural style, roof pitch, colors, and materials as the principal building on the lot, and shall be compatible with the character of the surrounding residential buildings, subject to approval by the Zoning Administrator.
- (h) The owner of the property shall reside in the principal dwelling unit or in the accessory dwelling unit.
- (i) Detached accessory dwelling units shall not be rented.
- (j) There shall be no separate ownership of the accessory dwelling unit.
- (k) One off-street parking space shall be provided for an accessory dwelling unit. Adequate parking shall be shown on the permit application and shall comply with the requirements of this Chapter.
- (l) The accessory dwelling unit shall be addressed as a separate unit with the same numerical address as the principal structure pursuant to Chapter IV (Building Code) of the City Code.
- (m) The principal dwelling unit and accessory dwelling unit shall be connected to municipal sewer and water and shall not have separate utilities from the principal structure.
- (n) The accessory dwelling unit shall have a foundation and shall be a permanent structure.
- (o) Any exterior entrance for the accessory dwelling unit shall be on the side or rear of the home.
- (p) The applicant must demonstrate that the proposed new construction or modifications to existing construction comply with the building code.
- (q) Accessory dwelling units must meet any applicable shoreland or structural coverage regulations.
- (r) The maximum height for accessory dwelling units shall be as prescribed in the applicable district, provided that in no case shall the height of a detached accessory dwelling unit exceed the height of the principal building. In the case of an accessory dwelling unit above a detached garage, the maximum height shall be 21 feet, or the height of the principal building, whichever is less.

<b>Type of Accessory Dwelling Unit</b>	<b>Maximum Height</b>
Internal to a single-family home	35 feet, or the height of the principal building, whichever is less
Attached to a single-family home	
Detached as a standalone structure	15 feet
Above a detached garage	21 feet, or the height of the principal building, whichever is less

*In summary, the City could amend its current ordinance to provide additional architectural and size requirements in the R-1 district, or it could adopt a new ordinance allowing either attached, detached, or both types of accessory dwelling units.*

## City of Spring Park Memorandum

**To:** Mike Anderson, City Administrator  
**From:** Lori Johnson, City Planner  
**Date:** October 2, 2025  
**Regarding:** Proposed ADU Ordinance Discussion

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At the Planning Commission meeting in August, the Planning Commission requested that staff provide an ADU ordinance that required the following elements:

- Allowance of detached units.
- ADU must be occupied by a family member.
- The property must be homesteaded.
- Impervious surface requirements must be met.
- ADU's can be over detached garages.

Staff has proposed the following ADU ordinance for discussion, which would allow detached ADU's in the R-1 zoning district with an administrative permit (highlighted sections reflect bullet points in the above paragraph):

### ***Accessory Dwelling Units.***

*Subd. 1. Accessory dwelling units may be allowed on residential lots with a detached, single-family home within the R-1 zoning district. Accessory dwelling units are not allowed on properties with apartment buildings or attached townhomes.*

*Subd. 2. An accessory dwelling unit may be allowed provided if all of the following conditions are met:*

- An accessory dwelling unit may be located above a detached garage that is accessory to a single-family detached home; internal to a single-family home; or detached as a standalone structure.*
- An administrative permit for the accessory dwelling unit shall be applied for concurrently with the application for a building permit.*
- Not more than one accessory dwelling unit shall be allowed per single-family detached lot.*

- (d) *Any accessory dwelling unit shall comply with the same minimum building setback requirements as required for the living portion of the principal dwelling unit.*
- (e) *Except as noted in (c) above or as otherwise specified in this subdivision, a detached accessory dwelling unit shall be subject to the same regulations as provided for in the R-1 Zoning District Chapter.*
- (f) *An accessory dwelling unit shall be a clearly incidental and subordinate use. The allowed area for a detached dwelling unit shall be 30 percent of the area of the rear yard, to a maximum size of 700 square feet. If attached, the allowed size of an accessory dwelling unit shall be 30 percent the gross floor area of the home, to a maximum size of 1000 square feet. Any accessory dwelling unit shall be a minimum of 200 square feet.*
- (g) *The exterior design of an accessory dwelling unit shall incorporate a similar architectural style, roof pitch, colors, and materials as the principal building on the lot, and shall be compatible with the character of the surrounding residential buildings, subject to approval by the Zoning Administrator.*
- (h) *The owner of the property shall reside in the principal dwelling unit or in the accessory dwelling unit. The property must be have a homestead status with Hennepin County.*
- (i) *There shall be no separate ownership of the accessory dwelling unit.*
- (j) *One off-street parking space shall be provided for an accessory dwelling unit. Adequate parking shall be shown on the permit application and shall comply with the requirements of this Chapter.*
- (k) *The accessory dwelling unit shall be addressed as a separate unit with the same numerical address as the principal structure pursuant to Chapter 10 (Buildings and Building Regulations and Signs) of the City Code.*
- (l) *The principal dwelling unit and accessory dwelling unit shall be connected to municipal sewer and water and shall not have separate utilities from the principal structure.*
- (m) *The accessory dwelling unit shall have a foundation and shall be a permanent structure.*
- (n) *Any exterior entrance for the accessory dwelling unit shall be on the side or rear of the home.*
- (o) *The applicant must demonstrate that the proposed new construction or modifications to existing construction comply with the building code.*

- (p) **Accessory dwelling units must meet any applicable shoreland or structural coverage regulations.**
- (q) *The maximum height for accessory dwelling units shall be as prescribed in the applicable district, provided that in no case shall the height of a detached accessory dwelling unit exceed the height of the principal building. In the case of an accessory dwelling unit above a detached garage, the maximum height shall be 21 feet, or the height of the principal building, whichever is less.*
- (r) **The accessory dwelling unit shall not be used by anyone that is not considered family to the owners of the principal structure.**

<b>Type of Accessory Dwelling Unit</b>	<b>Maximum Height</b>
<i>Internal to a single-family home</i>	<i>35 feet, or the height of the principal building, whichever is less</i>
<i>Attached to a single-family home</i>	
<i>Detached as a standalone structure</i>	<i>15 feet</i>
<i>Above a detached garage</i>	<i>21 feet, or the height of the principal building, whichever is less</i>

Some things to consider:

- Do you want to regulate the size of the structures (see pink highlighted area above)?
- Are you ok with an administrative permit process for issuing a permit or would you prefer that ADU's be a conditional use?
- The ordinance above has architectural standards (see green highlighted area) and is this necessary?
- Do you want the unit to have its own sewer and water or use the principal structure's service lines? (See blue highlighted area above)
- Do you want to limit the height of a detached garage with a dwelling unit as stated in the table above?

After the discussion by the Planning Commission, staff will bring forward a formal ordinance amendment and will notice the required public hearing. Other changes in the code will likely be necessary as well, to reflect the changes listed in this ordinance. Those will be described at the time of the amendment.

## City of Spring Park Memorandum

**To:** Mike Anderson, City Administrator  
**From:** Lori Johnson, City Planner  
**Date:** October 29, 2025  
**Regarding:** Proposed ADU Ordinance Discussion

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At the Planning Commission meeting in October, the Planning Commission requested that staff provide an ADU ordinance that required the following elements:

- Allowance of detached units.
- ADU must be occupied by a family member.
- The property must be homesteaded.
- Impervious surface requirements must be met.
- ADU's can be over detached garages.

Staff has prepared the following ordinance amendments for review at the November Planning Commission meeting:

- Amendment to Article II, General Provisions by establishing Section 42-78. (ADU standards)
- Amendment to Article II, General Provisions, Section 42-64, referencing Section 42-78.
- Amendment to Article III, Establishment of Zoning Provisions, Division 2. R-1, Single and Two-Family Residential District, allowing ADU's as accessory uses with an administrative permit.

Staff have published the required public hearing notice and the Planning Commission shall hold the public hearing. It is recommended that the Planning Commission recommend approval of the proposed ordinance changes to the City Council for their consideration.

**CITY OF SPRING PARK  
COUNTY OF HENNEPIN  
STATE OF MINNESOTA**

**ORDINANCE NO. 26-0X**

**AN ORDINANCE AMENDING CHAPTER 42: ZONING AND SHORELAND  
ORDINANCE, ARTICLE 11: GENERAL PROVISIONS  
THE CITY COUNCIL OF THE CITY OF SPRING PARK, MINNESOTA ORDAINS  
AS FOLLOWS:**

Chapter 42 of the Spring Park City Code is hereby amended by removing the ~~stricken~~ and inserting the underlined language as follows:

**ARTICLE II**

**Section 42.277. Permitted accessory uses.**

The following are permitted accessory uses in an R-1 district:

- (1) Accessory Dwelling Units with an administrative permit and subject to standards in Sec. 42-78.
  
- ~~(1)~~(2) Private garages, parking spaces and carports for licensed and operable passenger cars and trucks not to exceed a gross weight of 12,000 pounds, as regulated by section 42-67 (Off-street parking). Private garages may be used to store the private passenger vehicles of the family or families resident upon the premises only, and no business, service or industry may be carried on therein. Such garage may also be used for the storage of one commercial vehicle per dwelling unit, provided that such vehicle is owned or operated by a resident of the dwelling unit to which the garage is accessory;
  
- ~~(2)~~(3) Recreational vehicles and equipment.
  
- ~~(3)~~(4) Noncommercial greenhouses and conservatories.
  
- ~~(4)~~(5) Swimming pool, tennis courts and other recreational facilities which are operated for the enjoyment and convenience of the residents of the principal use and their guests.
  
- ~~(5)~~(6) Tool houses, sheds, and similar buildings for storage of domestic supplies and noncommercial recreational equipment.
  
- ~~(6)~~(7) Animal shelters for no more than two domestic animals belonging to the property owner or the property tenant.
  
- ~~(7)~~(8) Residential docks. Private docks and boat lifts are permitted accessory uses or permitted accessory equipment in the R-1 district subject to the following rules, regulations and conditions:

- a. Docks and lifts must comply with all applicable rules and regulations of the Lake Minnetonka Conservation District ("LMCD"), including, but not limited to, rules and regulations regarding the number of restricted watercraft permitted at a dock;
- b. Docks may be used for the mooring or storing of boats for the personal recreational use of the boat owners and their guests only; the mooring or storing of a boat or boats used in a commercial or business enterprise of any kind (including, but not limited to, guide services, fishing charters or other charter services, boat clubs, water taxis, docking services for boats stored off-site, or boat repair services) is not permitted at any dock accessory to a property located in a residential district; and
- c. If a dock is used to moor or store a boat owned by persons other than the owner(s) or occupant(s) of the property, there must be sufficient off-street parking located on the property available for parking the cars of the owners and users of each such boat.
- d. Violation of the rules, regulations and conditions contained in subsections a. through c. above may result in the imposition of administrative fines as set forth in chapter 11 of the Spring Park City Code.

~~(8)(9)~~ Ground source heat pump systems as regulated by section 42-76 of this article.

~~(9)(10)~~ Wind energy systems as regulated by section 42-76 of this article.

~~(10)(11)~~ Solar energy systems as regulated by section 42-76 of this article.

**AND**

**Section 42-64 Accessory buildings, uses and equipment.**

- (a) *[Construction time frame.]* No accessory building or use shall be constructed or developed on a lot prior to the time of construction of the principal building to which it is accessory.
- (b) *Within the R-1 and R-2 zoning districts, accessory buildings(except for those allowed in Sec. 42.78) shall meet the following standards:*
  - (1) *Accessory building size.*
    - a. *Detached accessory buildings.* The total area as measured by foundation size of all detached accessory buildings shall not exceed 1,200 square feet.
    - b. *Attached garage.* The foundation size of an attached garage shall not be larger than 80 percent of the foundation size of the principal building or 1,200 square feet, whichever is larger. The floor area of the attached garage is not counted against the 1,200 square feet of eligible detached accessory building allowance.
  - (2) *Building heights.* Within the R-1, R-2, R-3, and C-3 districts, detached accessory buildings and garages shall not exceed 16 feet in height, except for those buildings allowed in Sec. 42-78.
  - (3) *Number of accessory buildings.* The number of accessory buildings in the R-1 and R-2 districts shall be limited to one of the following:
    - a. One attached garage, one detached accessory building, plus one detached accessory building not to exceed 100 square feet or eight feet in height; or

- b. Two detached accessory buildings plus one detached accessory building not to exceed 100 square feet or eight feet in height.
- (4) *Exterior materials.* Residential accessory buildings shall utilize complimentary exterior materials and colors to that of the principal structure on the lot. Non-decorative concrete block, corrugated or flat metal panels, or unfinished metal may comprise no more than thirty percent of each wall area. Buildings allowed in Sec. 42-78 are exempt from this criteria.
- (5) *Plumbing.* Shower and bath facilities are prohibited in accessory buildings, except for those allowed in Sec. 42.78. A toilet, wash sink, or water connection are allowed in an accessory building provided:
  - a. Water connection must meet all city standards and be metered.
  - b. Connection can be made to the municipal sanitary sewer.
  - c. Payment of any applicable utility fees and sewer availability charge.
- (6) *Prohibited uses.* Accessory buildings may not be used for the following:
  - a. Home occupation.
  - b. ~~Dwelling unit.~~
  - eb. Commercial business.

AND

Section 42-78

~~Secs. 42-78 — 42-99. Reserved.~~

**Secs. 42-78. Accessory Dwelling Units.**

- (a) Accessory dwelling units may be allowed on residential lots with a detached, single-family home within the R-1 zoning district. Accessory dwelling units are not allowed on properties with apartment buildings or attached townhomes.
- (b) An accessory dwelling unit may be allowed provided if all of the following conditions are met:
  - (1) An accessory dwelling unit may be located above a detached garage that is accessory to a single-family detached home; internal to a single-family home; or detached as a standalone structure.
  - (2) An administrative permit for the accessory dwelling unit shall be applied for concurrently with the application for a building permit.
  - (3) Not more than one accessory dwelling unit shall be allowed per single-family detached lot.
  - (4) Any accessory dwelling unit shall comply with the same minimum building setback requirements as required for the living portion of the principal dwelling unit.
  - (5) Except as noted in (c) above or as otherwise specified in this subdivision, a detached accessory dwelling unit shall be subject to the same regulations as provided for in the R-1 Zoning District Chapter.

- (6) An accessory dwelling unit shall be a clearly incidental and subordinate use and shall be located in rear yards only. Any accessory dwelling unit shall be a minimum of 600 square feet with a maximum of no more than 50% of the principal structure on the lot.
- (7) The owner of the property shall reside in the principal dwelling unit or in the accessory dwelling unit. The property must be have a homestead status with Hennepin County.
- (8) There shall be no separate ownership of the accessory dwelling unit.
- (9) One off-street parking space shall be provided for an accessory dwelling unit. Adequate parking shall be shown on the permit application and shall comply with the requirements of this Chapter.
- (10) The accessory dwelling unit shall be addressed as a separate unit with the same numerical address as the principal structure pursuant to Chapter 10 (Buildings and Building Regulations and Signs) of the City Code.
- (11) The principal dwelling unit and accessory dwelling unit shall be connected to municipal sewer and water.
- (12) The accessory dwelling unit shall have a foundation and shall be a permanent structure.
- (13) Any exterior entrance for the accessory dwelling unit shall be on the side or rear of the home.
- (14) The applicant must demonstrate that the proposed new construction or modifications to existing construction comply with the building code.
- (15) Accessory dwelling units must meet any applicable shoreland or structural coverage regulations.
- (16) The maximum height for accessory dwelling units shall be 35 feet.
- (17) The accessory dwelling unit shall not be used by anyone that is not considered family to the owners of the principal structure.

**Secs. 42-79—42-99. Reserved.**

**Effective Date.** This ordinance shall be in full force and effective immediately upon its passage and publication.

**ADOPTED** by the City Council of the city of Spring Park this XX of XX, 2026.

CITY OF SPRING PARK

By: \_\_\_\_\_

Mark Chase, Mayor

ATTEST:

By: \_\_\_\_\_  
Jamie Hoffman, City Clerk

## City of Spring Park Memorandum

**To:** Mike Anderson, City Administrator  
Spring Park City Council

**From:** Lori Johnson, City Planner

**Date:** December 29, 2025

**Regarding:** Parking Requirements – Proposed Ordinance

---

The Planning Commission initiated a review of the city's parking requirements outlined in the existing ordinance for consideration at their August 2025 meeting. Following a thorough evaluation, I provided recommendations regarding possible amendments to the ordinance. Subsequent discussions by the Planning Commission on these proposed changes occurred in October, and in November, the Commission voted to adopt specific modifications to the parking requirements within the city's zoning ordinance. The memos for these specific meetings are included in the packet of information for this item.

The Planning Commission reviewed surrounding city ordinances and the concept of performance-based parking requirements (letting business owners determine their parking needs.) Ultimately, the Commission has recommended changes to the required number of parking spaces for health clubs and personal services. The Commission recommended a definition of personal services. They chose to leave the current parking requirements in place for bars and restaurants.

This memo provides more context about the proposed changes to the parking ordinance.

The parking requirements for health clubs have been changed as follows:

- (4) Community centers, ~~health or exercise club~~, libraries, private clubs, lodges, museums, art galleries. Ten spaces plus one for each 150 square feet in excess of 2,000 square feet of floor area in the principal structure.
- (5) Convalescent home, rest home, nursing home or day nurseries. One for each three beds, plus one for each two employees, plus one for staff or visiting physician.
- (6) Elderly (senior citizen) housing. Reservation of area equal to one parking space per unit. Upon initial development only one-half the reserved area shall be required to be developed for parking. Said number of parking spaces shall continue until such time as the city council determines that a need for additional parking spaces has been demonstrated.
- (7) Health Clubs. One space per 300 square feet.

A parking requirement and a definition of personal services has been added to the ordinance as follows:

*(9) Personal Services. One space for each 200 square feet of floor area.*

*Personal Services. The selling of services that involve personal health and beauty care and treatment to clients on a walk in or appointment basis. These services include, but are not limited to: barbershops, beauty salons, nail salons, weight loss services, and tanning salons.*

It is recommended that the City Council approve of the proposed ordinance changes to Section 42-67 (k) and Section 42-50 (P) of the Zoning Ordinance.

**CITY OF SPRING PARK  
COUNTY OF HENNEPIN  
STATE OF MINNESOTA**

**ORDINANCE NO. 26-0X**

**AN ORDINANCE AMENDING CHAPTER 42: ZONING AND SHORELAND  
ORDINANCE, ARTICLE 11: GENERAL PROVISIONS  
THE CITY COUNCIL OF THE CITY OF SPRING PARK, MINNESOTA ORDAINS  
AS FOLLOWS:**

Chapter 42 of the Spring Park City Code is hereby amended by removing the ~~stricken~~ and inserting the underlined language as follows:

**ARTICLE II**

**Section 42-50 (P)**

*Parks and playgrounds.* Public land and open space in the city dedicated or reserved for recreational purposes.

*Parking ramp.* An accessory structure, other than a private garage, designed and used for the storage of motor vehicles at, below, and/or above grade.

*Parking space/stall.* An area enclosed in the main building, in an accessory building, or unenclosed, sufficient in size to store one automobile, which has adequate access to a public street or alley permitting satisfactory ingress and egress of an automobile.

*Permitted use.* A use which may be lawfully established in a particular district or districts, provided it conforms with all requirements, regulations, and performance standards (if any) of such districts.

*Person.* Any individual, firm, partnership, association, corporation, or organization of any kind.

*Personal Services.* The selling of services that involve personal health and beauty care and treatment to clients on a walk in or appointment basis. These services include, but are not limited to: barbershops, beauty salons, nail salons, weight loss services, and tanning salons.

*Planned unit development.* A development procedure whereby internal site design standards are allowed to deviate from this chapter in order to accommodate two or more principal structures, and/or facilitate improved site design and operation.

*Planning commission.* The Planning Commission of Spring Park, Minnesota.

*Principal (or main) building.* The building located on a lot, the use of which building is the primary use or purpose of the lot (e.g. for a lot located in a Residential district, a dwelling unit is the primary purpose of the lot and, therefore, a dwelling unit would be the principal building for that lot).

*Principal use.* The main use of land or buildings as distinguished from subordinate or accessory uses. A "principal use" may be either permitted or conditional.

*Protective (restrictive) covenants.* Contracts or deed restrictions relating to the manner in which land may be used, with the view to protecting and preserving the physical and economic integrity of any given area.

*Public improvements.* Any drainage ditch, roadway, parkway, sidewalk, pedestrian way, tree, lawn, off-street parking area, lot improvement, or other facility for which the city has assumed responsibility for maintenance and operation, or which may affect an improvement for which local government responsibility is established.

*Public structure.* An edifice or building of any kind, or any piece of work artificially built up or composed of parts joined together in some definite manner which is owned or rented, and operated by a federal, state, or local government.

*Public uses.* Uses owned or operated by municipal, school district, county, state, or other governmental units.

*Public waters.* Any waters as defined in Minn. Stat. § 103G.005, subd. 15 and 16.

**AND**

### **Section 42-67(k)**

*Number of spaces required.* The following minimum number of off-street parking spaces shall be provided and maintained by ownership, easement and/or lease for and during the life of the respective uses hereinafter set forth:

- (1) *Single-family, two-family, townhouse and quadraminium units.* Two spaces per unit.
- (2) *Boarding house.* At least one parking space for each person for whom accommodations are provided for sleeping.
- (3) *Townhomes and multiple-family dwellings.* Two spaces per unit, plus one visible and accessible space per four units designated as parking for residents' guests and visitors.
- (4) *Community centers, ~~health or exercise club~~, libraries, private clubs, lodges, museums, art galleries.* Ten spaces plus one for each 150 square feet in excess of 2,000 square feet of floor area in the principal structure.
- (5) *Convalescent home, rest home, nursing home or day nurseries.* One for each three beds, plus one for each two employees, plus one for staff or visiting physician.
- (6) *Elderly (senior citizen) housing.* Reservation of area equal to one parking space per unit. Upon initial development only one-half the reserved area shall be required to be developed for parking. Said number of parking spaces shall continue until such time as the city council determines that a need for additional parking spaces has been demonstrated.
- (7) *Health Clubs. One space per 300 square feet.*
- (7) *Office buildings, medical and dental clinics, veterinary clinics and hospitals, and professional offices.* One space for each 200 square feet of floor area.
- (9) *Personal Services. One space for each 200 square feet of floor area.*

- (~~8~~10) *Retail store and service establishment.* At least one off-street parking space for each 200 square feet of floor area.
- (911) *Retail sales and service business with fifty (50) percent or more of gross floor area devoted to storage and/or warehouses.* At least five spaces or one space for each 200 square feet devoted to public sales or service, whichever is greater, plus one space for each 500 square feet of storage area.
- (~~10~~12) *Restaurants, cafes, private clubs serving food and/or drinks, bars, taverns, nightclubs.*: At least one space for each three seats in the establishment.
- (~~11~~13) *Shopping centers.* Five and one-half spaces per each 1,000 square feet of gross leasable floor area (exclusive of common area).
- (~~12~~14) *Motor fuel station or auto repair.* At least four off-street parking spaces plus two off-street parking spaces for each service stall. Those facilities designed for sale of other items than strictly automotive products, parts or service shall be required to provide additional parking in compliance with other applicable sections of this chapter.
- (~~13~~15) *Manufacturing, fabricating or processing of a product or material.* One space for each five hundred (500) square feet of floor area, or one space for each two employees on maximum shift, whichever is greater, plus one space for each truck based at the facility and operated by or for the owner or operator of the use (if not stored inside principal building).
- (~~14~~16) *Warehousing, storage or handling of bulk goods.* That space which is solely used as office shall comply with the office use requirements and one space per each 2,000 square feet of floor area, plus one space for each two employees on maximum shift and one space for each truck based at the facility and operated by or for the owner or operator of the use (if not stored inside principal building).
- (~~15~~17) *Other uses.* Other uses not specifically mentioned herein shall be determined on an individual basis by the city council. Factors to be considered in such determinations shall include (without limitation) size of building, type of use, number of employees, expected volume and turnover of customer traffic and expected frequency of delivery of service vehicles.

**Effective Date.** This ordinance shall be in full force and effective immediately upon its passage and publication.

**ADOPTED** by the City Council of the city of Spring Park this XX of XX, 2026.

CITY OF SPRING PARK

By: \_\_\_\_\_  
Mark Chase, Mayor

ATTEST:

By: \_\_\_\_\_  
Jamie Hoffman, City Clerk

## City of Spring Park Memorandum

**To:** Mike Anderson, City Administrator  
**From:** Lori Johnson, City Planner  
**Date:** July 24, 2025  
**Regarding:** Current Parking Requirements in the City

---

This memo is being used to provide an assessment of the City's current off-street parking requirements. Without knowing specific questions being proposed, I offer an analysis and a few recommendations below. The ordinance that is in place now was adopted in 1993 with ordinance amendments adopted in 2006 and 2007.

The current parking ordinance covers the following issues:

- Stall, aisle and driveway design
- Maintenance
- Location
- Number of spaces required
- Off-site parking

The following types of uses have parking calculations attached to them in the ordinance:

- Single-family, two-family, townhouse and quadrominium units
- Boarding house
- Townhomes and multiple family dwellings
- Community centers, health or exercise clubs, libraries, private clubs, lodges, museums, art galleries
- Convalescent home, rest home, nursing home, or day nurseries
- Elderly (senior citizen housing)
- Office buildings, medical and dental clinics, veterinary clinics and hospitals, and professional offices
- Retail store and service establishments
- Retail sales and service business with fifty (50) percent or more of gross floor area devoted to storage and/or warehouses.
- Restaurants, cafés, private clubs serving food and/or drinks, bars, taverns, nightclubs
- Shopping centers
- Motor fuel station or auto repair
- Manufacturing, fabricating or processing of a product or material
- Warehousing, storage or handling bulk goods
- Other uses

Although this list is detailed, newer city ordinances more clearly define permitted uses in communities. Most include parking requirements for facilities like churches, schools, hotels, motels, and recreational venues. Some ordinances specify unique parking needs for certain retail uses such as movie theaters, furniture stores, and vehicle dealerships. The zoning ordinance could expand to cover more specific uses.

You will see that townhomes and multiple family dwellings are listed twice in the ordinance, and this is redundant and should be cleaned up.

Most ordinances separate office buildings from medical/dental and veterinary services because they have different parking needs.

“Shopping Centers” is likely a term no longer needed as parking would be calculated for these types of uses based on what is going in the building. For instance, a shopping center could include restaurants, retail stores, furniture stores, offices, etc., so each individual use would be calculated separately for parking needs.

Typically bars or nightclubs will have different parking requirements than restaurants, not including bar areas. For these types of establishments, the ordinance should take into account standing room as well as seats and tables.

Motor fuel station and auto repair likely should be separated because there may be more of a parking concern with auto repair given that automobiles could be on site for a long period of time waiting for repair.

### **Parking Stall—Number Required**

Without doing a full review of the off-street parking ordinance, the following items are what stand out as questionable or needing revision:

- *Community centers, health or exercise clubs, libraries, private clubs, lodges, museums, and art galleries—require ten spaces plus one for each 150 square feet over 2,000 square feet.* These uses may have varied parking requirements, and there is limited evidence to indicate that a single parking standard is suitable for all of them. Researching the parking needs of these facilities in line with ordinances from other municipalities could provide more accurate requirements, potentially using smaller square footage thresholds or seating capacities as criteria.
- *Restaurants, cafés, private clubs serving food and/or drinks, bars, taverns, and nightclubs:* At least one parking space is generally required for every three seats in the establishment. For restaurants, most cities determine parking requirements based on square footage, typically mandating 1 space per 100 square feet, while bar areas may require as much as 1 space per 40 square feet of bar area. It is recommended to assess current restaurant capacities and parking provisions to determine if existing arrangements are suitable.

### **Off Site Parking**

The current ordinance permits off-site parking to be counted toward meeting parking stall requirements. Approval for such arrangements must be granted by the City Council, subject to certain conditions. However, the ordinance does not specify the approval process, leaving the type of application, fee, or escrow required unclear. It is also not designated as either conditional or administrative; the ordinance simply states that City Council approval is necessary, without clarification on whether a public hearing is needed or if involvement from the Planning Commission is required. Including additional details about this approval process in the ordinance could help clarify these procedures.

The site to be used for off-site parking must have reasonable public street access and the site used for the off-site parking must be owned by the same individual who is proposing to utilize these off-site allowances for the principal site.

If the off-site parking is used for multi-family residential uses, the off-site parking can't be more than 100 feet from the entrance to the principal use. If the off-site parking is for nonresidential uses, the off-site parking can't be more than 300 feet from the entrance of the principal use.

Considering the city's configuration of primarily small commercial and residential lots, it is beneficial that an ordinance exists to address this type of issue. Nonetheless, as noted above, I recommend a thorough review of the current parking stall requirements for restaurant and bar areas, given their status as high-traffic generators, to determine whether permitting off-site parking remains an appropriate policy.

## City of Spring Park Memorandum

**To:** Mike Anderson, City Administrator

**From:** Lori Johnson, City Planner

**Date:** October 2, 2025

**Regarding:** Parking Requirements Analysis

---

At the Planning Commission meeting in August, the Planning Commission recommended that staff research parking requirements used by other cities in the following categories:

- Health clubs
- Bars/restaurants
- Personal Services

The Planning Commission also asked to review potential language regarding the concept of performance-based parking requirements, which could include letting business owners determine their own parking needs.

### Northfield Example:

The City of Northfield provides a good example of a performance-based parking ordinance that allows business owners to take part in the determination of required parking spaces. The City does not have a “minimum” number of parking stall requirements but rather a “maximum” number of parking stall requirements. By allowing a maximum rather than a minimum, the City believes it can combat overparking for specific uses.

At the request of the Community Development Department, businesses must, however, submit a parking analysis that addresses how they will provide “adequate parking for the proposed use without negatively impacting adjacent properties or creating or compounding a dangerous traffic situation.” If businesses wish to construct more parking than is allowed, a similar submission of a parking analysis is required. This type of ordinance gives the Community Development Department a lot of discretion on when to ask for a parking analysis, and the planners typically do this on a case-by-case basis when they know a site could potentially be under-parked given location constraints. For instance, if a restaurant wants to only install 5 parking stalls, this would be considered a red flag for the planners, who would then request an analysis.

## Parking Requirements--Comparison

The following table provides the parking requirements of adjacent cities for these types of uses. It also includes Spring Park's current parking requirements for each use.

	Spring Park	Wayzata	Orono	Mound
Health Clubs	10 spaces plus 1 for each 150 sq. ft. in excess of 2,000 sq. ft. of floor area of the principal structure	Personal fitness club: 1 stall per 300 sq. ft., health club: 1 stall per 100 sq. ft.	none	1 space per 300 square feet
Bars/Restaurants	1 space per 3 seats	Seating area: 1 space per 75 square feet, bar area: one space per 40 square feet, all other areas 1 space for 150 sq. ft.	1 space per 80 square feet	1 space per 3 seats
Personal Services	None listed—so it is then determined by the City Council	1 space for 200 sq. ft. of floor area	1 space per 150 sq. feet of floor area	1 space per 300 square feet

Note: Wayzata's ordinance distinguishes between personal fitness club and health clubs. A personal fitness club is defined as a facility that provides personal fitness classes with a floor area of under 3,000 square feet. These facilities include yoga and Pilates studios, small gym facilities and similar boutique classes. A health club is defined as a facility of over 3,000 square feet which provides athletic activities such as tennis, handball, racquetball, track, basketball, exercise devices, etc., and such incidental amenities and services such as a whirlpool, sauna or massage service for members and guests.

The Planning Commission should discuss if they believe the existing ordinance is adequate or if they want to change the parking requirements for these uses. It is my recommendation that it would be reasonable to use the Wayzata requirements and definitions for all three categories.

## City of Spring Park Memorandum

**To:** Mike Anderson, City Administrator  
**From:** Lori Johnson, City Planner  
**Date:** October 29, 2025  
**Regarding:** Parking Requirements – Proposed Ordinance

At the Planning Commission meeting in October, the Planning Commission directed staff to propose ordinance amendments to change the required number of parking spaces for health clubs and personal services (a definition of personal services was also requested.) The Commission chose to leave the current parking requirements for bars and restaurants as is in the ordinance.

Please see the attached sections of the code that are proposed for amendments. The parking requirements for health clubs have been changed as follows:

- (4) *Community centers, ~~health or exercise club~~, libraries, private clubs, lodges, museums, art galleries. Ten spaces plus one for each 150 square feet in excess of 2,000 square feet of floor area in the principal structure.*
- (5) *Convalescent home, rest home, nursing home or day nurseries. One for each three beds, plus one for each two employees, plus one for staff or visiting physician.*
- (6) *Elderly (senior citizen) housing. Reservation of area equal to one parking space per unit. Upon initial development only one-half the reserved area shall be required to be developed for parking. Said number of parking spaces shall continue until such time as the city council determines that a need for additional parking spaces has been demonstrated.*
- (7) *Health Clubs. One space per 300 square feet.*

A parking requirement and a definition of personal services has been added to the ordinance as follows:

- (9) *Personal Services. One space for each 200 square feet of floor area.*  
*Personal Services. The selling of services that involve personal health and beauty care and treatment to clients on a walk in or appointment basis. These services include, but are not limited to: barbershops, beauty salons, nail salons, weight loss services, and tanning salons.*

It is recommended that the Planning Commission recommend approval of the proposed ordinance changes to the City Council.

**CITY OF SPRING PARK  
COUNTY OF HENNEPIN  
STATE OF MINNESOTA**

**ORDINANCE NO. 26-0X**

**AN ORDINANCE AMENDING CHAPTER 42: ZONING AND SHORELAND  
ORDINANCE, ARTICLE 11: GENERAL PROVISIONS  
THE CITY COUNCIL OF THE CITY OF SPRING PARK, MINNESOTA ORDAINS  
AS FOLLOWS:**

Chapter 42 of the Spring Park City Code is hereby amended by removing the ~~stricken~~ and inserting the underlined language as follows:

**ARTICLE II**

**Section 42-50 (P)**

*Parks and playgrounds.* Public land and open space in the city dedicated or reserved for recreational purposes.

*Parking ramp.* An accessory structure, other than a private garage, designed and used for the storage of motor vehicles at, below, and/or above grade.

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*Person.* Any individual, firm, partnership, association, corporation, or organization of any kind.

*Personal Services.* The selling of services that involve personal health and beauty care and treatment to clients on a walk in or appointment basis. These services include, but are not limited to: barbershops, beauty salons, nail salons, weight loss services, and tanning salons.

*Planned unit development.* A development procedure whereby internal site design standards are allowed to deviate from this chapter in order to accommodate two or more principal structures, and/or facilitate improved site design and operation.

*Planning commission.* The Planning Commission of Spring Park, Minnesota.

*Principal (or main) building.* The building located on a lot, the use of which building is the primary use or purpose of the lot (e.g. for a lot located in a Residential district, a dwelling unit is the primary purpose of the lot and, therefore, a dwelling unit would be the principal building for that lot).

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*Public improvements.* Any drainage ditch, roadway, parkway, sidewalk, pedestrian way, tree, lawn, off-street parking area, lot improvement, or other facility for which the city has assumed responsibility for maintenance and operation, or which may affect an improvement for which local government responsibility is established.

*Public structure.* An edifice or building of any kind, or any piece of work artificially built up or composed of parts joined together in some definite manner which is owned or rented, and operated by a federal, state, or local government.

*Public uses.* Uses owned or operated by municipal, school district, county, state, or other governmental units.

*Public waters.* Any waters as defined in Minn. Stat. § 103G.005, subd. 15 and 16.

**AND**

### **Section 42-67(k)**

*Number of spaces required.* The following minimum number of off-street parking spaces shall be provided and maintained by ownership, easement and/or lease for and during the life of the respective uses hereinafter set forth:

- (1) *Single-family, two-family, townhouse and quadraminium units.* Two spaces per unit.
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- (3) *Townhomes and multiple-family dwellings.* Two spaces per unit, plus one visible and accessible space per four units designated as parking for residents' guests and visitors.
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- (~~8~~10) *Retail store and service establishment.* At least one off-street parking space for each 200 square feet of floor area.
- (911) *Retail sales and service business with fifty (50) percent or more of gross floor area devoted to storage and/or warehouses.* At least five spaces or one space for each 200 square feet devoted to public sales or service, whichever is greater, plus one space for each 500 square feet of storage area.
- (~~10~~12) *Restaurants, cafes, private clubs serving food and/or drinks, bars, taverns, nightclubs.*: At least one space for each three seats in the establishment.
- (~~11~~13) *Shopping centers.* Five and one-half spaces per each 1,000 square feet of gross leasable floor area (exclusive of common area).
- (~~12~~14) *Motor fuel station or auto repair.* At least four off-street parking spaces plus two off-street parking spaces for each service stall. Those facilities designed for sale of other items than strictly automotive products, parts or service shall be required to provide additional parking in compliance with other applicable sections of this chapter.
- (~~13~~15) *Manufacturing, fabricating or processing of a product or material.* One space for each five hundred (500) square feet of floor area, or one space for each two employees on maximum shift, whichever is greater, plus one space for each truck based at the facility and operated by or for the owner or operator of the use (if not stored inside principal building).
- (~~14~~16) *Warehousing, storage or handling of bulk goods.* That space which is solely used as office shall comply with the office use requirements and one space per each 2,000 square feet of floor area, plus one space for each two employees on maximum shift and one space for each truck based at the facility and operated by or for the owner or operator of the use (if not stored inside principal building).
- (~~15~~17) *Other uses.* Other uses not specifically mentioned herein shall be determined on an individual basis by the city council. Factors to be considered in such determinations shall include (without limitation) size of building, type of use, number of employees, expected volume and turnover of customer traffic and expected frequency of delivery of service vehicles.

**Effective Date.** This ordinance shall be in full force and effective immediately upon its passage and publication.

**ADOPTED** by the City Council of the city of Spring Park this XX of XX, 2026.

CITY OF SPRING PARK

By: \_\_\_\_\_  
Mark Chase, Mayor

ATTEST:

By: \_\_\_\_\_  
Jamie Hoffman, City Clerk

## City of Spring Park Memorandum

**To:** Mike Anderson, City Administrator  
**From:** Lori Johnson, City Planner  
**Date:** February 5, 2026 for the February 11 Joint Session  
**Regarding:** Proposed Tree Preservation Ordinance Discussion

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In recent months, the Planning Commission has reviewed proposed tree preservation ordinance language for possible inclusion in the zoning ordinance on two occasions. Through their exploration of what such an ordinance can achieve for the city, they have engaged in thoughtful discussions about its potential benefits. In November 2025, the Commission provided guidance to city staff regarding the creation of a new tree preservation ordinance, outlining the following priorities:

- The ordinance should include a provision to protect heritage trees.
- It must specify penalties for property owners who remove trees before receiving city approval for development.
- Establishing a diverse tree canopy is viewed as essential.

Additional topics discussed included establishing a tree preservation fund to support cases where developers cannot replace trees on-site due to development constraints, as well as reviewing the city's landscape ordinance to determine how it could align with or complement the proposed tree preservation plan.

When reviewing the city's current zoning ordinance, it was determined that the ordinance does not address landscaping requirements for new development, whether it be commercial or residential development. Because of this issue, I added a requirement in the tree preservation ordinance that no more than 50% of the replacement trees can be of the same species. This would allow for the diversification of new trees added because of tree removal.

Attached is a proposed ordinance that was drafted based on Excelsior's tree preservation ordinance. I believe that it accomplishes all of the priorities bulleted above.

## **Tree preservation and protection.**

Existing significant and heritage trees shall be preserved to the extent reasonably possible. Street, buildings and lot layouts shall be designed to minimize the disturbance to significant existing trees.

- (a) *Applicability.* This section applies to all lots in Spring Park.
- (b) *Exemptions.* The following activities are exempt from the requirements of this subchapter with approval from the City Zoning Administrator:
  - (1) Removal of invasive species of trees as defined by the Minnesota Department of Natural Resources and the control of pioneering tree species such as Boxelder;
  - (2) Removal of a tree that has been determined to be diseased or dying;
  - (3) Removal of trees that pose an immediate danger to life or property that cannot be corrected by pruning, transplanting, or other treatments;
  - (4) Removal of a tree that's aesthetic values are so low or negative that the site is visually enhanced by the tree's removal;
  - (5) Removal of a tree that poses an extreme public nuisance because of its species, size, location, or condition. The nuisance could be caused by fruit or seed drop, harboring of insects, or excessive twig or limb breakage;
  - (6) Removal of trees that are significantly damaged by storms or natural disasters.
- (c) *Protected individual trees.* The following trees are protected, and shall be preserved and maintained according to the standards of this section:
  - (1) Significant trees, which are any tree (except box elders, poplar, willow, silver maple, black locust and mulberry) with a diameter at breast height (DBH) of eight inches or more.
  - (2) Heritage trees, which are any tree (except box elders, poplar, willow, silver maple, black locust and mulberry) with a diameter at breast height (DBH) of 30 inches or more.
  - (3) Any tree that is shown on an approved landscape plan that is necessary to meet a condition of approval of the development to which the landscape plan applies.
- (d) *Tree survey required.*
  - (1) A tree survey performed by a certified arborist, registered landscape architect, or a registered land surveyor shall be submitted prior to removal of any protected tree.
  - (2) The tree survey shall address the location, species, size, and condition of all protected trees.
  - (3) The city may accept a partial tree survey in lieu of a full tree survey if the Zoning Administrator finds that protected trees only exist on a portion of the site.
- (f) *Limitation on tree removal.*
  - (1) No Heritage tree shall be removed unless the Zoning Administrator has determined the tree poses an immediate danger to life or property that cannot be corrected by pruning, transplanting, or other treatments.

- (2) No significant tree or tree required by this ordinance shall be removed unless no reasonable alternative site design at the same density and intensity could be approved and the tree replacement standards in subsection (g) are met.

(g) *Tree replacement standards.*

Tree Replacement Standards for Deciduous Trees		
DBH of Tree to be Removed		Number of Required Four and Half-Inch Caliper Replacements
Min. DBH	Up to, But Not Including	
8 inches	15 inches	2
15 inches	20 inches	4
20 inches	30 inches	6

Tree Replacement Standards for Coniferous Trees		
Height of Tree to be Removed		Number of Required Eight-Foot Replacements
Min. Height	Up to, But Not Including>	
8 feet	20 feet	2
20 feet	No limit	4

- (h) *Diversification in replacement:* No more than 50% of the replacement trees can be of the same species.
- (i) *Replacement off-site.* If it is physically impractical to replant all replacement trees on site, then the applicant shall mitigate the loss of trees by either planting the required replacement trees on public property within the city as approved by the public works superintendent and/or paying a mitigation fee into the city's tree mitigation in-lieu fund. This fee shall be set forth in the city's fee resolution, and equal the cost of purchasing and planting the trees.
- (j) *Timing of replacement.*
- (1) For activities that do not require a certificate of occupancy, replacement trees that are required by this section shall be installed within 60 days of removal, or if such date is not within a growing season, within the first 60 days of the next growing season.
  - (2) For developments requiring a certificate of occupancy, replacement trees shall be planted before issuance of the certificate of occupancy.
- (k) *Tree protection specifications.* The following tree protection specifications should be followed to the maximum extent feasible for all projects with protected existing trees.
- (1) No clearing shall be allowed on a site until approval of a building permit. A tree removal, retention and replacement plan shall be approved by the Zoning Administrator prior to issuance of a building permit;
  - (2) An area of prohibited disturbance, generally corresponding to the dripline of the protected tree shall be protected during construction with a temporary five-foot-

high chain link or plastic net fence. The fencing shall be installed prior to issuance of buliding permits for the site;

- (3) No fill, excavation, or storage of construction materials shall be permitted within the area defined by such fencing;
- (4) Where vehicular/equipment access is required within the drip line of a tree, the soil, and incidentally the tree's roots, shall be protected with 10 inches of woodchips and/or plywood placed over the path of the vehicle to limit soil compaction and subsequent root;
- (5) A rock well shall be constructed if the grade level around the tree is to be raised by more than one foot. The inside diameter of the well shall be equal to the diameter of the dripline of the tree;
- (6) The grade level shall not be lowered within the larger of the two areas defined as follows:
  - a. The dripline of the tree(s); or
  - b. An area around the tree equal to one (1) foot diameter for each inch of tree trunk diameter measured four (4) feet above the ground;
- (7) When construction is complete, all trees to remain must have the soil out to their drop line aerated and de-compacted.
- (8) Alternative protection methods may be used if determined by the Zoning Administrator to provide equal or greater tree protection.
- (l) *Removal without Permit:* All significant or heritage trees removed or damaged through development activities that have not received the appropriate permits must be replaced on-site with approval of the Zoning Administrator, or in the form of payment of a fee to the City reforestation fund in an amount established by the City Council.