

CALL TO ORDER

Chairperson Werman called the regular meeting of the City of Rockford Planning and Zoning Commission to order on October 24, 2019 at 7:01 p.m. The meeting was held in the Council Chambers of City Hall, 6031 Main Street, Rockford, MN.

ROLL CALL

Roll call was taken and the following members were present: Werman, Petersen-Biorn, Cihlar and Morter. The following members were absent: Sand. Also in attendance was Planner Elizabeth Stockman, Engineer Steve Hegland and Deputy Clerk Etzel.

SET AGENDA AND APPROVE CONSENT AGENDA ITEMS

MOTION was made by Petersen-Biorn, seconded by Cihlar to set the agenda and accept the August 8, 2019 Regular Planning and Zoning Commission Minutes.

MOTION CARRIED – VOTING IN FAVOR – PETERSEN-BIORN, CIHLAR and MORTER.
WERMAN abstained.

OPEN FORUM

Commissioner Werman called for open forum, no one from the public spoke.

NEW BUSINESS**Site Plan Review – Tailwind Development**

Planner Elizabeth Stockman stated the City has executed an agreement with Tailwind Growth LLC for development of a 7,000 square foot office building located at the southwest corner of Main Street and TH 55 (former lumberyard building). The proposed development is subject to site plan review in accordance with Section 1001.03, Subd. 1.H of the Zoning Ordinance.

Exhibits: Preliminary Plans dated October 14, 2019

Comprehensive Plan. The Comprehensive Plan designates the subject site for commercial uses as part of downtown Rockford. The proposed office building is consistent with this land use designation. The proposed office use will add employment to downtown Rockford and may be expected to contribute to market support for surrounding businesses.

Zoning. The subject site is zoned C-O, Downtown Commercial District. Office uses are a permitted use within the C-O District. The subject site is also within the Shoreland Overlay District for parcels adjacent to the Crow River.

Lot Combination. The subject site is identified by Wright County GIS as two separate lots of record. The proposed development includes improvements over the lot lines of these two parcels. The two parcels should be platted as a single lot with appropriate easements established at the perimeter, shoreland impact zone, and any City utilities or storm water facilities.

Lot Requirements. There is no minimum lot area or lot width requirement established within the C-O District that would be applicable to the subject site. The Shoreland Overlay District

requires the lot be a minimum of 80 feet in width. The subject site is 140 feet in width and complies with the requirements of the Shoreland Overlay District.

Impervious Surface. Lots within the Shoreland Overlay District are limited to 30 percent impervious surface coverage unless a Shoreland Impact Plan is approved in accordance with Section 1001.23, Subd. 7.A.8 of the Zoning Ordinance. The site plan identifies the building and parking impervious surface areas to be 50.1 percent of the area of the subject site. A Shoreland Impact Plan is required to be submitted and is subject to review and approval of the City Engineer.

Setbacks. The C-O District does not establish any setback requirements for the principal structure built upon the subject site. The intent of the C-O District is to establish building forward placement along Main Street consistent with the traditional character of downtown Rockford. The proposed building is setback 10 feet from Main Street and 1 foot from the TH 55 right-of-way consistent with the intent of the Zoning Ordinance.

The principal building is subject to minimum setback requirements of the Shoreland Overlay District of 50 feet from the Ordinary High Water Level (OHWL) and 30 feet from the bluff line defined along the banks of the Crow River. The site plan identifies the OHWL but not the defined bluff line. The building is setback more than 50 feet from the OHWL shown on the site plan and is also setback more than 30 feet from the 913 elevation shown on the site plan, which appears to be the approximate bluff line.

Section 1001.23, Subd. 8.B.4 of the Zoning Ordinance further requires that there be no impervious surfaces within 50 feet of the Ordinary High Water Level of the Crow River. The proposed site plan complies with this requirement.

Sidewalk. There is an existing sidewalk along the east side of Main Street abutting the subject site. The site plan provides for a sidewalk along the south side of the off-street parking area the width of the building. The sidewalk should be extended to the west to connect to the public sidewalk to improve pedestrian access to/from the subject site.

Parking. The subject site is proposed to have access to Main Street, which is subject to review and approval of the City Engineer and Wright County. On-street parking is allowed on the east side of Main Street. Uses within the C-O District are not required to provide for off-street parking stalls based on the availability of shared parking throughout downtown Rockford. The site plan does provide for 20 off-street parking stalls. The off-street parking stalls are designed as 18 feet by 9 feet accessed by drive aisles that are at least 26 feet wide as required by Section 1001.05, Subd. 4.H of the Zoning Ordinance. The parking area is to be paved asphalt and surrounded by perimeter concrete curb, with specifications subject to approval of the City Engineer.

Building Design. No elevation or floor plans have been submitted for the proposed 7,000 square foot office building, which must be submitted. The proposed building is to be subject to the Development Guidelines adopted by the City for downtown Rockford in 2007. The exterior materials for the proposed building must comply with the requirements of Section 1001.09,

Subd. 12.B.2 of the Zoning Ordinance. The height of the building is limited to 35 feet as allowed with the C-O District.

Landscaping. The submitted plans include a landscape plan for the proposed development of the subject site. The landscape plan features shrubs along the west, north and south elevations of the building, a mix of trees and shrubs between the improvements within the lot and Crow River, and trees along the north property line. We recommend that additional evergreen shrubs be planted as a hedge row along the west and north lines of the off-street parking area to screen visibility of this portion of the site from view of Main Street. The types of plantings are appropriate for the area and the sizes of proposed plantings comply with the requirements of Section 1001.09, Subd. 3.B.2 of the Zoning Ordinance.

Signs. No plans for signs to be located on the subject site have been submitted. All signs must comply with the provisions of Section 1001.08 of the Zoning Ordinance. A sign permit is required to be issued prior to placement of any signs upon the subject site.

Exterior Lighting. The submitted plans do not indicate exterior lighting. All exterior lighting must have a 90-degree horizontal cut-off to minimize light pollution. The developer must submit a photometric lighting plan illustrating the type, location, height, and light pattern for all exterior light fixtures with application for a building permit, which is to be subject to review and approval of City staff.

Trash. The submitted plans identify a pad for exterior storage of trash containers accessed from the east end of the off-street parking lot. The enclosure is required to be constructed of the same exterior materials as used on the principal building. Plans for the exterior trash enclosure will be subject to review and approval of City staff at the time a building permit is applied for.

Grading Plan. The developer has submitted a grading plan for the subject site. The grading plan must provide that that the floor elevation for the proposed building and parking area comply with applicable Floodplain regulations of Section 1001.22 of the Zoning Ordinance. All grading, drainage, and erosion control issues are subject to review and approval of the City Engineer.

Utilities. The subject site has access to City sanitary sewer and water utilities. A utility plan for connection to City utilities has been submitted and is subject to review and approval of the City Engineer and Public Works Director. In accordance with Sections 401.09, Subd. 10(1) and 402.12(1) of the City Code, the developer is required to pay sewer and water access charges (SAC and WAC). The amount of the SAC and WAC charges is to be based upon the schedule outlined in the City Code for estimating utility impacts for the proposed building. The SAC and WAC fees are to be paid at the time a building permit is issued.

Engineer Hegland was asked about the flood plain, he noted 911 is the base flood elevation and Tailwind is proposing to build at 916.

Michael Sather with Tailwind explained they plan build a professional building for ReMax, with tenants of up to 5 smaller offices of 1 to 3 people offices and a common area. The common area

concept would be a fee to use the space, possible daily rate with access to office space and equipment. They do no plan to have retail space.

There was discussion about adding shrubs between the Tailwind site and the Bankwest parking lot. In the future there could possibly be cross parking, which is not a requirement at this time.

After further discussion the Planning Company recommends approval of the proposed site plan subject to the following conditions:

1. The subject site shall be platted as a single lot in accordance with the provisions and requirements of the Subdivision Ordinance.
2. The developer shall submit a Shoreland Impact Plan subject to review and approval of the City Engineer.
3. The sidewalk at the north elevation of the building shall be extended north to connect with the sidewalk within the public right-of-way.
4. Access to Main Street (CSAH 20) shall be subject to review by the City Engineer and approval of Wright County.
5. Specifications for the off-street parking area pavement and perimeter concrete curb shall be subject to approval of the City Engineer.
6. The architectural design and exterior materials for the proposed building shall comply with the 2007 Development Guidelines and Section 1001.09, Subd. 12.B.2 of the Zoning Ordinance.
7. The landscape plan shall be revised to incorporate evergreen plantings as a hedge row along the west and north lines of the off-street parking area.
8. All signs shall comply with Section 1001.08 of the Zoning Ordinance and require a sign permit prior to placement upon the subject site.
9. A photometric lighting plan illustrating the type, location, height, and light pattern for all exterior light fixtures shall be submitted with application for a building permit, which is to be subject to review and approval of City staff.
10. Plans for construction of an exterior trash enclosure shall be submitted at the time a building permit is applied for and are subject to review and approval of City staff.
11. All grading, drainage, and erosion control issues shall be subject to review and approval of the City Engineer.
12. The utility plan for connection to City utilities shall be subject to review and approval of the City Engineer and Public Works Director.

13. The developer shall pay applicable SAC and WAC fees for the subject site and proposed building at the time a building permit is issued in accordance with the City Code and City Fee Schedule in effect at that time.
14. The window average needs to meet the 30% requirement.

MOTION was made by Werman, seconded by Petersen-Biorn to recommend approval of the Site Plan for Tailwind with the fourteen conditions listed.

MOTION CARRIED – VOTING IN FAVOR – WERMAN, PETERSEN-BIORN, CIHLAR and MORTER.

The recommendation from the Planning Commission will be submitted to the City Council at their upcoming November 12, 2019 regular meeting for final approval or denial.

NEW BUSINESS

Staff Reports

Deputy Clerk Etzel's report included: November 14th meeting will be held if any applications are received by October 23rd, residential new construction is 17 homes (with two pending) for 2019, Kwik Trip has started their grading with a build in 2020, Tailwind Development, Parkwood 3rd, Council approved the CUP for PHS West to allow Metal Exterior Walls, City Hall will be closed November 11th for Veteran's Day and November 28th & 29th for Thanksgiving, John Quirk retired after 20 years with the City and Council is reviewing staff needs, Crow River Christmas December 7th and Rockford Fire Department Toy Drive.

ADJOURNMENT

MOTION TO ADJOURN was made by Cihlar, seconded by Morter.

MOTION CARRIED – VOTING IN FAVOR – WERMAN, PETERSEN-BIORN, CIHLAR and MORTER.

Chair Werman adjourned the meeting at 7:28 p.m.

Submitted by Audra Etzel, Deputy Clerk