

**CITY OF HANOVER
PLANNING COMMISSION MEETING
MARCH 28, 2016**

CHAIR

STAN KOLASA

COUNCIL LIAISON

DOUG HAMMERSENG

BOARD MEMBERS

JIM SCHENDEL

MICHAEL CHRISTENSON

MICHELLE ARMSTRONG

DEAN KUITUNEN

- 1. Call to Order and Pledge of Allegiance: 7:00 p.m.**
- 2. Oath of Office**
- 3. Approval of Agenda**
- 4. Approval of Minutes from February 22, 2016, Regular Meeting**
- 5. Citizen's Forum**
- 6. Public Hearings**
 - a. 11103 River Road NE – Amendment to Conditional Use Permit for Outdoor Storage**
 - b. Amendments to Zoning Ordinance Chapter 10 related to Municipal Separate Storm Sewer System (MS4) and Impervious Surfaces**
- 7. Unfinished Business**
- 8. New Business**
- 9. Reports and Announcements**
 - a. Planning Commission Reports**
 - b. Liaison Report**
 - c. Staff Reports**
- 10. Adjournment**

**CITY OF HANOVER
PLANNING COMMISSION MEETING
FEBRUARY 22, 2016
DRAFT MINUTES**

Call to Order/Pledge of Allegiance

Stan Kolasa called the February 22, 2016, Planning Commission Meeting to order at 7:00 pm. Members present were Stan Kolasa, Michelle Armstrong, Dean Kuitunen, and Mike Christenson. Also present were Council Liaison Doug Hammerseng, City Planner Cindy Nash, City Engineer Justin Messner, and Administrative Assistant Amy Biren. Also present: Greg Beckius, Environmental Scientist from WSB. Absent: Jim Schendel.

Oath of Office

Mike Christenson took the Oath of Office with Biren acting as the witness for the City.

Selection of Chair and Vice Chair

MOTION: Armstrong moved to nominate Stan Kolasa for chair seconded by Kuitunen. **Motion carried unanimously.**

MOTION: Armstrong moved to nominate Jim Schendel for vice chair seconded by Kuitunen. **Motion carried unanimously.**

Approval of Agenda

MOTION by Armstrong to approve the agenda as presented, seconded by Kuitunen. **Motion carried unanimously.**

Approval of Minutes from the November 23, 2015, Regular Meeting

MOTION by Kuitunen to approve the November 23, 2015, minutes as presented, seconded by Armstrong. **Motion carried unanimously.**

Citizen's Forum

None.

Unfinished Business

Biren updated the members on the concern raised at the November meeting regarding signs along CSAH 19. The ordinance was reviewed and both signs were found to be noncompliant. Biren also researched when the current property owners had purchased the property and the sign ordinances at that time in case one of the signs was a legal nonconforming use. It was not found to be so. A letter was sent to the homeowners. Biren spoke with one of the homeowners and explained the situation and what was expected. The homeowners were invited to the Planning Commission and the Regular Council Meeting to speak at the Citizen's Forum. The homeowners were given until March 7th to remove the signs and then May 1st to remove the posts.

New Business

MS4: Messner introduced Greg Beckius, an environmental scientist at WSB, who works with cities on developing, maintaining, and reporting as a Municipal Separate Storm Sewer System (MS4). Beckius gave a brief overview of what is involved and explained that Hanover has an impaired water body, the Crow River, which qualifies it for MS4 requirements. He explained that the City has many items already in place and that just a few components need to be revised and records management needs to be put in place. Beckius presented members and staff with an MS4 calendar which provides reminders for each month of the year on what items need to be completed. Hanover will need to have its general requirements in place by October 25, 2016.

Biren then went through the new packet given to builders which explains the City's expectations. Most of the handouts in the packet are similar to the previous packet given to the builder at time of permit. Items added included erosion control requirements, MPCA guidelines, and a homeowner's guide to erosion prevention.

Impervious Surface

The Planning Commission was directed by Council to look at the percentage requirement of impervious surface in the zoning district I-3, Industrial Park, as an amendment to the ordinance may be required with the potential new public works building and the expansion of the industrial park. Currently, the amount of impervious surface stands at 50%. Messner explained when increasing the percentage of impervious surface, one needs to look at the storage and treatment of the water that runs off of the property. The more water that runs off will need to be cleaned or treated differently and storage size increases. When storage size increases, compliance becomes harder as sometimes the storage areas are underground or not readily seen. Nash added that a balance must be struck between development and green space. A city has to look at the percentage of green space that is between the industrial district and other zoning districts. Christenson asked what do most cities have and Messner said that 75% is a common figure. Christenson asked about methods that can be used in place of impervious surfaces. Messner replied that there are pavers, concrete and asphalt made to be pervious, but that it is more costly and they tend not to perform well in the Minnesota climate.

Reports:

Planning Commission:

Kuitunen and Christenson had questions related to the water system: How is the proposed entertainment center in Albertville going to affect the water supply in the area? Also asked was what the capacity of water is as it seems that water pressure is lessening each year. Biren said that she would forward these questions on to the members of the Joint Powers Water Board.

Kolasa asked for a large map to be present at future meetings. Messner said that the new maps are almost ready and would provide a zoning and aerial view map.

Liaison Report:

Hammerseng gave an update on the Open House held on February 16th. He said that while not many residents attended, the ones that did had good questions and comments for the City. Staff was commended on the presentation of materials and the overall Open House.

Council members will be touring Corcoran's Public Works building tomorrow morning to gain ideas for the potential public works building in Hanover.

Staff Reports:

Messner explained the pavement management project for this year is Hanover Hills and gave a brief description of what areas need reconstruction and what areas are receiving a mill and overlay. He will be attending the Rockford Township meeting tomorrow night with City Administrator Brian Hagen and Public Works Supervisor Scott Vogel to discuss a joint project in paving part of Division Street as a component of the Hanover Hills project. The 5th Street Water Extension is also currently underway in preparation for the potential public works building. Another project for this year will be the sidewalk extension from the Historic Bridge area up into the Bridges at Hanover development. The Historic Bridge rehabilitation project has had the bearings replaced and the white oak delivered. The white oak is of higher quality than expected so WSB is retesting the quality of the iron on the Bridge in order to get a more exact number for bridge load.

Biren updated the members on the GreenHouse project: the plans are in review at Metro West, the fire chief is also reviewing the plans, and subcontractors are calling to gather information regarding City ordinances and permit requirements. New construction permits have not ceased over the winter with four new construction permits going out since the beginning of the year and two are waiting pickup. The City

has been contacted by the heirs of the Schendel Farm west of River Road with notification that it will be for sale. Developers have been contacting staff regarding the Rest of the West (Crow River Heights) and staff has met with a few of them. Road restriction will be in place soon.

Adjournment

MOTION by Armstrong to adjourn, seconded by Christenson. **Motion carried unanimously.** Meeting adjourned at 8:14 pm.

ATTEST:

Amy L. Biren, Administrative Assistant

Collaborative Planning, LLC

PO Box 251
Medina, MN 55340
763-473-0569

Memorandum

Date: March 23, 2016

To: Planning Commission

From: Cindy Nash, City Planner

RE: Rhino Imported Auto Conditional Use Permit

Overview of Request

The subject property is currently zoned B-1 (Downtown River Business District) and an application has been received for an amendment to the existing Conditional Use Permit. The property is located at 11103 River Road.

The application is included in your packets and contains their proposed request. A copy of the minutes from the 1991 public hearing and the Special Use Permit are also included in the packet.

Evaluation of Request

The applicant is seeking permission to change the existing permit to allow for a 25' x 95' fenced exterior storage area at the south side of the building. That area will store larger auto parts and business equipment such as the forklift.



Open and outdoor storage is not permitted in the B-1 District.

There is insufficient information in the application to determine if it meets the requirements of the Shoreland Management Overlay District or the Floodplain Ordinance. There may be an additional need for the applicant to apply for variances in order to meet zoning requirements.

Recommendation

If the Planning Commission is not inclined to approve the requested outside storage, then I recommend denial to the City Council. If the Planning Commission is inclined to consider approving the requested outside storage, then It is my recommendation that the application be tabled at this time, and that the applicant provide the following items for continued review of the application:

1. Survey prepared by a licensed surveyor, which must show the following:
 - a. Boundary lines
 - b. Existing building
 - c. Existing parking area
 - d. Existing trees including type and size
 - e. Ordinary high water level of Crow River
 - f. 2' contours
 - g. Impervious surface calculations

2. Site plan prepared by surveyor showing the specific improvements to be made to the property. Site plan should also identify parking for employees and customers as well as impervious surface calculations.

11103 River Road NE



1 inch = 188 feet



March 8, 2016

Map Powered by DataLink
from WSB & Associates

11103 River Rd

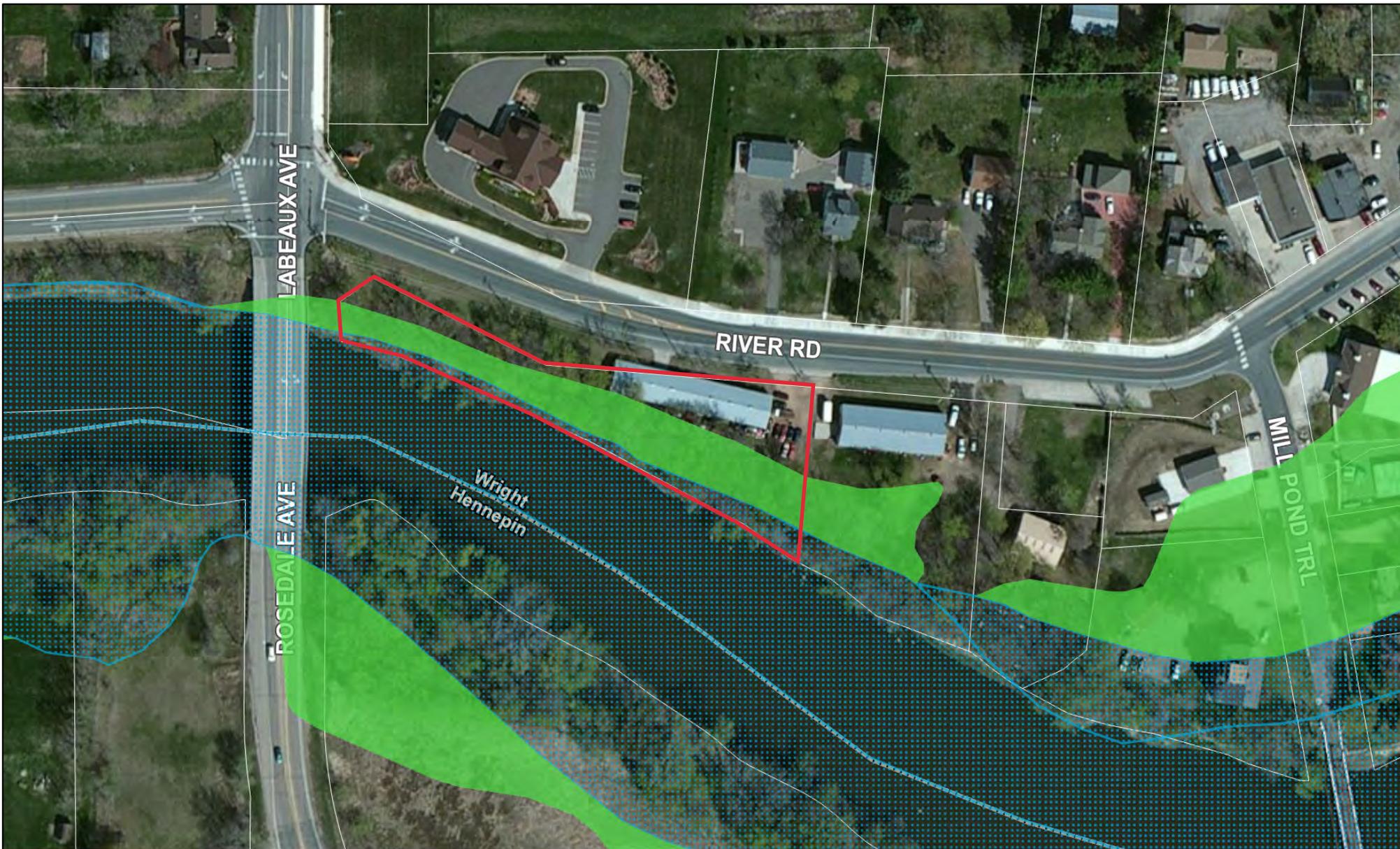


 National Wetlands Inventory

1 inch = 188 feet



11103 River Rd



1 inch = 188 feet

FEMA Flood Plain

-  100 Year
-  500 Year



March 23, 2016

Map Powered by DataLink
from WSB & Associates

DATE April 16, 1991 RESOLUTION NO. 07-91-04

MOTION BY COUNCILMEMBER Dixon
SECONDED BY COUNCILMEMBER Zimmerman

WHEREAS, the Hanover Planning Commission held a public hearing on April 15, 1991, at the Hanover City Hall, as requested in the special use permit application submitted by Rhino Import Auto Parts, Inc. for the purpose of reviewing City Ordinances to determine if a special use permit should be recommended to the Hanover City Council for the operation of a Warehouse/Retail Sales operation at 11103 River Road N.E.;

AND WHEREAS, the Planning Commission has recommended the granting of such special use permit in that it finds that it does comply with the City's Ordinances governing Business District operations;

AND WHEREAS, the City Council of Hanover has reviewed the recommendation of the Planning Commission at their public meeting of April 16, 1991, and has determined that it would be in the best interest of the citizens of Hanover and all persons concerned that such permit be granted;

NOW THEREFORE, IT IS HEREBY RESOLVED that the City Council does hereby grant the Special Use Permit to Rhino Import Auto Parts, Inc. to operate a Warehouse/Retail Sales operation on the property described as 11103 River Road N.E.

YES

NO

LADDA X
DIXON X
KOTTKE X
FILIPEK X
ZIMMERMAN X

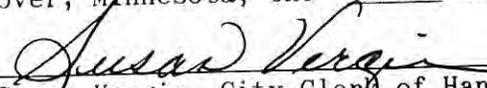
LADDA _____
DIXON _____
KOTTKE _____
FILIPEK _____
ZIMMERMAN _____

STATE OF MINNESOTA

COUNTIES OF WRIGHT AND HENNEPIN

I, Susan Vergin, duly appointed, qualified, and acting clerk to the Council for the City of Hanover, Counties of Wright and Hennepin, State of Minnesota, do hereby certify that I have compared the foregoing copy of a resolution or motion with the original minutes of the proceedings of the Hanover City Council, at their session held on the 16th day of April, 1991, now on file in my office, and have found the same to be true and correct copy thereof.

Witness my hand and official seal at Hanover, Minnesota, the 17th day of April, 1991.


Susan Vergin, City Clerk of Hanover

STATE OF MINNESOTA

HANOVER PLANNING COMMISSION

HANOVER CITY COUNCIL

CITY OF HANOVER

SPECIAL USE PERMIT

In the Matter of the Application
of Rhino Import Auto Parts, Inc.
to operate a warehouse/retail sales
operation of used auto parts.

ORDER GRANTING
SPECIAL USE PERMIT

The above entitled matter came on to be heard before the Hanover Planning Commission on the 15th day of April, 1991, on a petition for a Special Use Permit pursuant to the Zoning Ordinance of the City of Hanover to operate a warehouse/retail sales operation of used auto parts on certain property described as follows, to-wit:

11103 River Road N.E., P.I.D. 108-010-003141, Westerly one half of lot

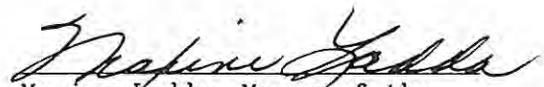
WHEREAS, the Planning Commission of the City of Hanover held a public hearing on such application and reported its findings to the Hanover City Council recommending the granting of such permit in that it found that such permit will comply with Zoning Ordinance, Section 11, Business District, Subdivision 3.7. Uses by Special Permit, and

WHEREAS, the City Council of the City of Hanover considered such application at a public meeting on the 16th day of April, 1991, and found that it would be in the best interests of the citizens of the City of Hanover and all persons concerned that such permit be granted;

NOW THEREFORE, IT IS HEREBY RESOLVED that Rhino Import Auto Parts, Inc. is granted a Special Use Permit to operate a Warehouse/Retail Sales operation of used auto parts on that certain property above described.

DATED this 16th day of April, 1991.


Susan Vergin, City Clerk of the
City of Hanover, Minnesota


Maxine Ladda, Mayor of the
City of Hanover, Minnesota

This permit issued pursuant to Resolution # 07-91-04 of the City Council of the City of Hanover, Minnesota, passed on April 16th, 1991.

CITY OF HANOVER
11250 - 5TH STREET N.E.
HANOVER, MINNESOTA 55341
(612) 497-3777

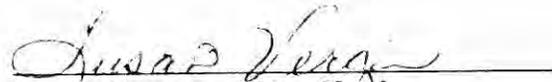
NOTICE OF PUBLIC HEARING FOR CONSIDERATION
OF A SPECIAL USE PERMIT

NOTICE IS HEREBY GIVEN, that the Planning Commission of the City of Hanover, Counties of Wright and Hennepin, State of Minnesota, will hold a public hearing on Monday, April 15th, 1991, at 7:30 p.m., at the Hanover City Hall, for the purpose of considering the request by Rhino Import Auto Parts, Inc. to establish, maintain and operate a warehouse and retail operation for the sale of used auto parts, on the property described as:

11103 River Road N.E., P.I.D. 108-010-003141, Westerly one half of lot, formerly Caprice Doorcraft building.

A Special Use Permit is requested in accordance with Zoning Ordinance, Section 11, Business District, Subdivision 3, #7, Uses by Special Permit.

All persons concerned are invited to appear at such hearing to present any evidence or testimony as to why such Special Use Permit should or should not be granted.


Susan Vergin, City Clerk

March 28, 1991
March 28, 1991

Published in the April 1st, 1991 issue of the Crow River News.
Posted at the Hanover City Hall and the Hanover Post Office.

CITY OF HANOVER
P.O. BOX 278
HANOVER, MINNESOTA 55341
(612) 497-3777

TO: Crow River News
FROM: Susan Vergin, City Clerk
DATE: March 28, 1991
RE: Legal Notice

Please publish the attached Notice of Public Hearing for
Consideration of a Special Use Permit in the April 1st, 1991 issue
of the Crow River News.

Thank you.

Sue

A handwritten signature in cursive script, appearing to read "Sue", written in dark ink.

CITY OF HANOVER
APPLICATION FOR SPECIAL USE PERMIT

To the City Council and Planning Commission of the City of Hanover, Counties of Wright and Hennepin, State of Minnesota:

RHINO IMPORT AUTO PARTS, INC
OFFICER OF CORPORATION

I, ALEXANDER K. KOSS, the undersigned, as ~~OWNER~~

hereby apply for a special use permit to establish, maintain, and operate the following described business or industry:

WAREHOUSE & RETAIL SALE OF USED AUTO PARTS

11103 River Road NE.

upon that certain tract of land described as follows:

Lot _____, Block _____, Plat or Addition _____

Parcel Identification Number 108 010-003141 - WEST 1/2 OF LOT (FORMERLY CAPRICE DOORCRAFT)

which is _____ feet wide (front), _____ feet long (depth) and _____

square feet in area and lies in BUSINESS district. The maximum number of people

who will be employed in this location is 4. There will be YES off-

street parking spaces available on this site. The proposed special use will

require utility services as follows:

Power: _____

Water: _____

Waste Treatment: _____

and hereby agrees that, in case such permit is granted, the establishment, operation and maintenance of the special use will conform to the Performance Standards for Special Uses, Section 15, of the City of Hanover Code of Ordinances and all other applicable provisions of all ordinances of said City.

DETAILS AND REMARKS

(If more space is needed for plot plan, remarks, use other side.)

Date 3/27/91

Signed Alex Koss (RHINO IMPORT AUTO PARTS, INC)

Address 11145 VALLEY DRIVE

ROGERS MN 55374

Planning Commission Action 4-15-91

City Council Action 4-16-91

Notices Mailed 3-28-91

(Fee rec'd 3/27/91
\$200.00
AK)

CITY OF HANOVER
11250 5TH STREET N.E.
HANOVER, MINNESOTA 55341

(612) 497-3777

April 1, 1991

To: Dale Homuth
D.N.R. - Division of Water

From: Susan Vergin, City Clerk

Re: Public Hearing - Special Use Permit

Dale:

Enclosed you will find copies of the special use permit application, and the notice of the public hearing set for the special use permit.

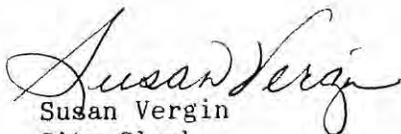
The property which is involved in the special use permit is in the Business District, with Shoreland being the overlaying district.

The permit in question is for a warehouse/retail operation, consisting of used auto parts.

This information is being directed to you as stated in our Ordinance, Section 15, Subdivision 2.

If you need any further information please contact me. Thank you.

Sincerely,


Susan Vergin
City Clerk

CITY OF HANOVER
APPLICATION FOR SPECIAL USE PERMIT

To the City Council and Planning Commission of the City of Hanover, Counties
of Wright and Hennepin, State of Minnesota:

RHINO IMPORT AUTO PARTS, INC
OFFICER OF CORPORATION

I, ALEXANDER K. KOSS, the undersigned, as ~~OWNER~~

hereby apply for a special use permit to establish, maintain, and operate the
following described business or industry:

WAREHOUSE & RETAIL SALE OF USED AUTO PARTS

11103 River Road NE

upon that certain tract of land described as follows:

Lot _____, Block _____, Plat or Addition _____

Parcel Identification Number 108 CID 003141 - WEST 1/2 OF LOT (FORMERLY CAPRICE DOORCRAFT)

which is _____ feet wide (front), _____ feet long (depth) and _____

square feet in area and lies in Business district. The maximum number of people
who will be employed in this location is 4. There will be YES off-

street parking spaces available on this site. The proposed special use will
require utility services as follows:

Power: _____

Water: _____

Waste Treatment: _____

and hereby agrees that, in case such permit is granted, the establishment,
operation and maintenance of the special use will conform to the Performance
Standards for Special Uses, Section 15, of the City of Hanover Code of Ordinances
and all other applicable provisions of all ordinances of said City.

DETAILS AND REMARKS

(If more space is needed for plot plan, remarks, use other side.)

Date 3/27/91

Signed Alex Koss (RHINO IMPORT AUTO PARTS, INC)

Address 11145 VALLEY DRIVE

ROGERS MN 55374

Planning Commission Action _____

City Council Action _____

Notices Mailed _____

(See rec'd 3/27/91
#200 CC
JW)

SECTION 15 SPECIAL USE PERMITS

Subdivision 1. Special Use Permits.

Special use permits may be issued for any of the following:

1. Any of the uses or purposes for which such permits are required or permitted by the provisions of this Ordinance.
2. Public utility or public service uses or public building in any district when found to be necessary for the public health, safety, convenience or welfare.
3. To classify as a conforming use any institutional use existing in any district at the time of the establishment of such district.
4. To permit the location of any of the following uses in a district from which they are excluded by the provisions of this Ordinance: library, community center, church, hospital, fairgrounds, any institution of any educational, philanthropic or charitable nature, cemetery, mausoleum or any other place for the disposal of the human dead.

Subdivision 2. Application.

Application for the issuance of a Special Use Permit shall be made to the Planning Commission through the City Clerk in writing. Such application shall be accompanied by payment of such fee as the City Council may from time to time prescribe. Any proceedings to classify certain uses as conforming uses as provided in this Section may be initiated either by such application or by the City Council or by the Planning Commission. The Planning Commission may hold such hearings on the proposal to issue a Special Use Permit as it may consider necessary; but at least one public hearing shall be held on any application for a use permit for the establishment of any use listed in Subdivision 1. of this Section. Upon receipt of any application, the City Clerk shall set a time and place for public hearing before the City Council or Planning Commission. At least ten (10) days before the date of the hearing, a notice of the hearing, substantially advising of the date, place and purpose thereof shall be published once in the official newspaper. A copy of notice of public hearing to consider a Special Use Permit, involving either the Flood Plain or Shoreland Districts shall be sent to the Commissioner of Natural Resources so that such notice shall be received by him 10 days prior to such hearing.

At the hearing the applicant shall present such statements, evidence, and exhibits as may show the facts and lawful conclusions therefrom. Any person having any lawful interest in such matter or lawful concern therewith may present evidence and arguments opposing the same.

The Planning Commission shall make a report to the Council upon any application for special permit and shall recommend to the Council whatever action it deems advisable; but it shall not recommend the granting of a permit if it finds that the establishment, maintenance, or conducting of the use, for which a use permit is sought, will under the circumstances of the particular case, be detrimental:

CITY OF HANOVER

APRIL 15, 1991
PLANNING COMMISSION
PUBLIC HEARING - SPECIAL USE PERMIT
RHINO IMPORT AUTO PARTS, INC.

Chairperson Lippert called the public hearing on the special use permit application for Rhino Import Auto Parts, Inc., as posted and published. Commission members present were Cummings, Lippert, Marshall, Plantenberg and Schendel. Commission member LaBaw and Liaison Filipek were absent.

Mr. Koss and Mr. Straub of Rhino, and current property owner Mr. Magnussen were present for the hearing.

Marshall questioned off street parking availability. Rhino will consist of four employees, and at present there is ample parking space.

Marshall questioned if there would be any disassembling, or reassembling of vehicles outside of the building. It was stated that those activities would not be performed.

Marshall questioned hazardous material on the premises. Straub and Koss stated that they use a self contained container, which is leased from Safety Clean. This container has an oil de-greaser solvent which is regulated by the State. Every time the container is picked up by Safety Clean it is manifested, with a signed copy going to the E.P.A. While the container is on the premises it is Rhino's responsibility, but once Safety Clean picks it up it becomes their responsibility.

Mr. Magnussen stated that he had contacted Lynn Paulson, from Metro West Inspections, who stated that there would not be any need for any other requirements with this type of business.

Mr. Straub and Mr. Koss stated that their intentions are to stack inventory on shelving units.

Schendel stated that it is basically a retail parts store, and reason for the special use permit is it is not specifically stated under permitted uses. It comes under Subdivision 3, 7. Other business activities of the same general character as listed in subdivision of 2 of this Section. (Business District)

Plantenberg stated that they must keep the outside area free of junk. Straub and Koss stated that they want the building so that they can have inside storage rather than outside storage.

Lippert stated that they, Rhino, should receive a copy of the Business Ordinances so that they are aware of the restrictions for that area.

Marshall questioned if the Commission should set up an annual review on the permit. This would be something that they could recommend to the Council. If there were no problems with the Rhino Import Auto Parts operation the permit would be renewed.

CITY OF HANOVER

APRIL 15, 1991
PLANNING COMMISSION
PUBLIC HEARING - SPECIAL USE PERMIT
RHINO IMPORT AUTO PARTS, INC.

MOTION by Cummings, seconded by Schendel, to allow the business of Rhino Import Auto Parts, Inc. to operate at 11103 River Road N.E., under a special use permit. Voting Aye: Cummings, Lippert, Marshall, Plantenberg, and Schendel.

Chairperson Lippert adjourned the public hearing.

H. E. Lippert
Harold Lippert, Chairperson

Ardell Plantenberg
Ardell Plantenberg, Secretary



Hanover, MN 55341-0278
 Phone: 763.497.3777 fax: 763.497.1873
www.hanovermn.org
cityhall@ci.hanover.mn.us

For Office Use Only	
Case Number:	2015-1
Fee Paid:	\$300 base \$1000 escrow
Received by:	AM
Date Filed:	3-4-14
Date Complete:	
Base Fee:	300 Escrow: 1000

2091
 ck
 8525
 rec #

DEVELOPMENT APPLICATION

TYPE OF APPLICATION		
<input type="checkbox"/> Annexation <input type="checkbox"/> Appeal <input type="checkbox"/> Comprehensive Plan Amendment <input type="checkbox"/> Ordinance Amendment (Text or Map) <input type="checkbox"/> Planned Unit Development (Concept/Gen)	<input type="checkbox"/> Site Plan & Building Plan <input type="checkbox"/> Sketch Plan <input type="checkbox"/> Conditional Use Permit <input type="checkbox"/> Variance <input type="checkbox"/> Vacation	<input type="checkbox"/> Simple Land Division <input type="checkbox"/> Subdivision Sketch Plan <input type="checkbox"/> Preliminary Plat <input type="checkbox"/> Final Plat <input checked="" type="checkbox"/> Other CUP Amendment
PROPERTY INFORMATION		
Street Address: 11103 River Road NE		
Property Identification Number (PIN#): 108-010-003140		
Legal Description (Attach if necessary): ATTACHED		
APPLICANT INFORMATION		
Name: MICHAEL A. STRAUB	Business Name: RHINO IMPORTED AUTO	
Address: 2330 CHALST DR NE		
City: COLUMBIA HEIGHTS	State: MN	Zip Code: 55421
Telephone: 763-498-6544	Fax:	E-mail:
Contact: M. STRAUB MSTRAUB592@AOL.COM	Title: OWNER	
OWNER INFORMATION (if different from applicant)		
Name:	Business Name:	
Address:		
City	State:	Zip Code:
Telephone:	Fax:	E-mail:
Contact:	Title:	
DESCRIPTION OF REQUEST (attach additional information if needed)		
Existing Use of Property: USED, REPAIR & NEW AUTO PARTS SALES		
Nature of Proposed Use: SAME		
Reason(s) to Approve Request: BUSINESS HAS OPERATED SINCE 1991 AT THIS LOCATION. TO ESTABLISH A LIMIT ON STORED VEHICLES WAITING FOR PROCESSING.		
PREVIOUS APPLICATIONS PERTAINING TO THE SUBJECT SITE		
Project Name: Special Use Permit (aka Conditional Use Permit)	Date of Application: April 1991	
Nature of Request:		
NOTE: Applications only accepted with ALL required support documents. See Application Instructions and City Code		

APPLICATION FEES AND EXPENSES:

The City of Hanover required all applicants to reimburse the City for any and all costs incurred by the City to review and act upon applications.

The application fee includes administrative costs which are necessary to process the application. The escrow fee will include all charges for staff time by the City Planner, City Engineer, City Attorney, and/or any other consultants as needed to process the application.

The City will track all consultant costs associated with the application. If these costs are projected to exceed the money initially deposited to your escrow account, you will be notified in the manner that you have identified below that additional monies are required in order for your application process to continue. If you choose to terminate the application (notice must be in writing), you will be responsible for all costs incurred to that point. If you choose to continue the process you will be billed for the additional monies and an explanation of expenses will be furnished. Remittance of these additional fees will be due within thirty (30) days from the date the invoice is mailed. If payment is not received as required by this agreement, the City may approve a special assessment for which the property owner specifically agrees to be to be assessed for 100 percent per annum and waives any and all appeals under Minnesota Statutes Section 429.081 as amended. **All fees and expenses are due whether the application is approved or denied.**

With my signature below, I hereby acknowledge that I have read this agreement in its entirety and understand the terms herein. **I agree to pay to the City all costs incurred during the review process as set forth in this Agreement.** This includes any and all expenses that exceed the initial Escrow Deposit to be paid within 30 days of billing notification. I further understand that the application process will be terminated if payment is not made and application may be denied for failure to reimburse City for costs. I further understand that the City may approve a special assessment against my property for any unpaid escrows and that I specifically waive any and all appeals under Minnesota Statutes 429.081, as amended.

I wish to be notified of additional costs in the following manner:

- E-mail _____
- Fax _____
- USPS – Certified Mail

I, the undersigned, hereby apply for the considerations described above and declare that the information and materials submitted in support of this application are in compliance with adopted City policy and ordinance requirements are complete to the best of my knowledge.

I acknowledge that I have read the statement entitled "Application Fees and Expenses" as listed above.

I understand that this application will be processed in accordance with established City review procedures and Minnesota Statutes Section 15.99 as amended, at such time as it is determined to be complete. Pursuant to Minnesota Statutes Section 15.99, the City will notify the applicant within fifteen (15) business days from the filing date of any incomplete or other information necessary to complete the application. Failure on my part to supply all necessary information as requested by the City may be cause for denying this application.

Applicant: Michael A Strumb Date: 3/4/16

Owner: Michael A Strumb Date: 3/4/16

**NOTE: Applications only accepted with ALL required support documents.
See Application Checklist and City Code**



SUPPLEMENTAL APPLICATION - CONDITIONAL USE PERMIT

Name: MICHAEL A. STRAUB

Phone: 763-498-6544

Address: 1103 RIVER ROAD N.E.

PID #: 108-010-00340

1. Present zoning of above described property: B-1 DOWNTOWN RIVER COMM. DISTRICT.
2. Application made for Conditional Use Permit to conduct: SALES OF USED, REBUILT & NEW AUTOPARTS INCLUDING STORAGE OF VEHICLES WAITING FOR PROCESSING & 25' X 95' FENCED EXTERNAL STORAGE (PARTS & BUSINESS EQUIPMENT)
3. Is the proposed use compatible with present and future land use(s) of the area? Please explain. YES, BUSINESS HAS OPERATED IN SAME MANNER SINCE 1991 AT THIS LOCATION. *

4. Will the proposed use depreciate the area in which it is proposed? Please explain. NO, BUSINESS HAS OPERATED IN THE SAME MANNER SINCE 1991 AT THIS LOCATION.

5. Can the proposed use be accommodated with existing City services without overburdening the system? Please explain. YES, BUSINESS HAS OPERATED IN THE SAME MANNER SINCE 1991 AT THIS LOCATION.

6. Are local streets capable of handling traffic which is generated by the proposed use? Please explain. YES, BUSINESS HAS OPERATED IN THE SAME MANNER SINCE 1991 AT THIS LOCATION.

7. Attach to this application a site plan illustrating curb cut locations, access to a public street, location of buildings and their square footage, location of easements, parking utilities and sidewalks.
8. Attach information specified in the "Required Material Submission Checklist" for CUP applications.

Applicant Signature: Michael A Straub

Date: 3/4/16

Owner Signature: Michael A Straub

Date: 3/4/16

* SEE ATTACHED NARRATIVE

Michael A. Straub

PID 108-010-003140

Conditional Use Permit Application

March 4, 2016

Property Legal Description:

Legal Description: PRT OF LT14BLK C DES TH PRT OF SW1/4OF SW 1/4SEC36 120 24DES COM NW COR TH S ALG W LN375.54FT TO POB TH S73D15'0"E407.22FT TH S84D30'0"E131.79FT TH S05D30'W175FT M/L TO WTRS EDG OF CROW RIV TH NWLY ALG SD WTRS EDG TO W LN TH N ALG W LN TO POB

Michael A. Straub PID 108-010-003140

Conditional Use Permit Application

March 4, 2016

1103 River Road NE, Hanover, MN 55341

Conditional Use Permit Amendment

The current city administrator has requested this amendment.

The applicant is requesting the following items:

1. There is no change in the existing uses except that a 25' by 95' fenced exterior storage area at the south side of the building is requested. This area will store larger auto parts and business equipment such as the forklift.
2. This request will limit the exterior storage of vehicles waiting for processing to a maximum of 6 vehicles at one time.
3. All other business operations including the sales of retail/wholesale new, used and rebuilt auto parts and the processing of vehicles inside of the building will remain unchanged. Processing of vehicles includes disassembly; rebuilding some components; and proper disposal of unused parts and body shells.

2016 RENOVATION FOR: RHINO IMPORTED AUTO PARTS

11103 RIVER ROAD N.E.
HANOVER, MINNESOTA 55341

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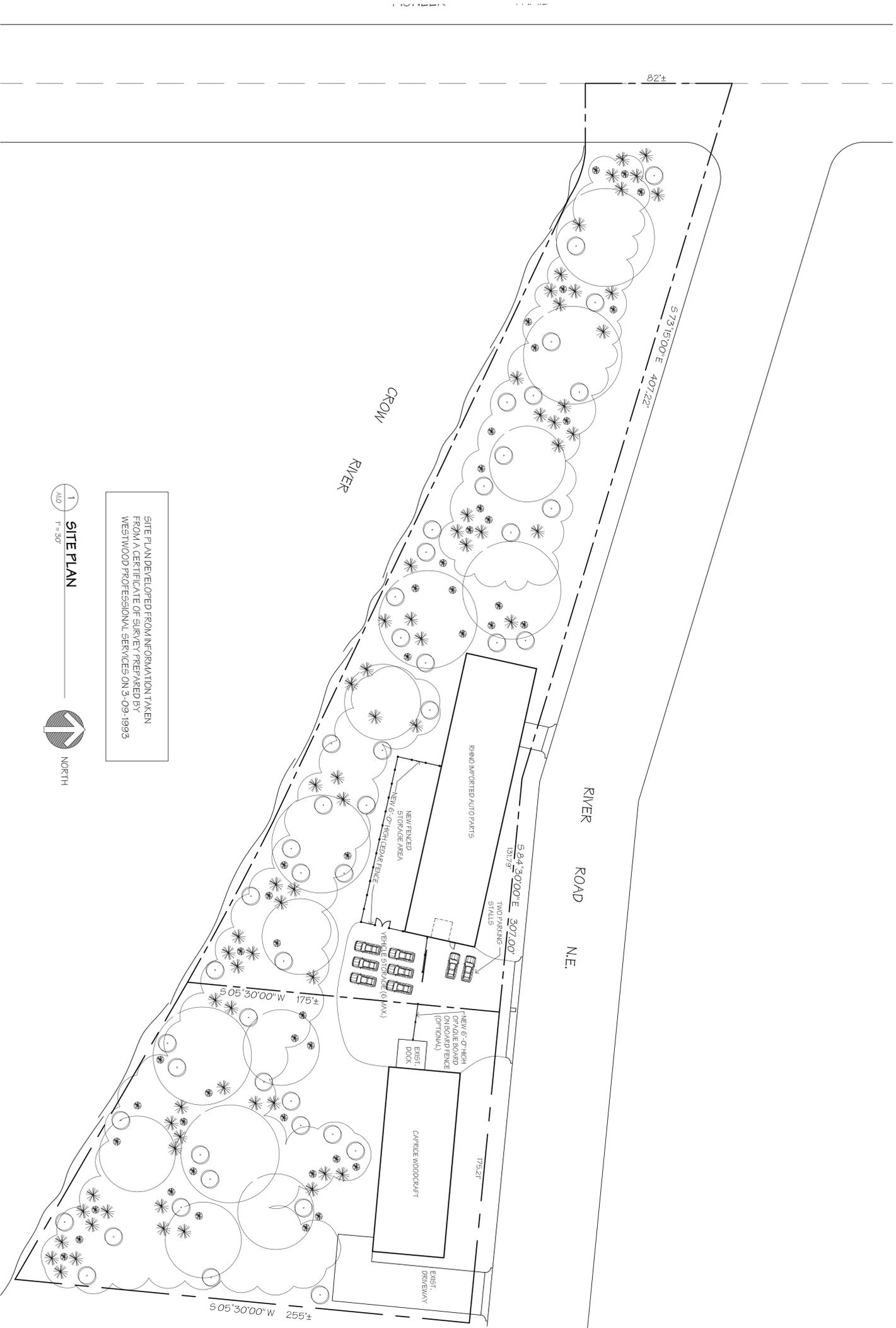
227 Corliss Avenue North,
Suite 100
Minneapolis, MN 55405
Ph: (612) 577-3535 Fax: (612) 377-7337
www.phillipsarchitects.com

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATIONS, AND NOTES WERE PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.
 David A. Phillips

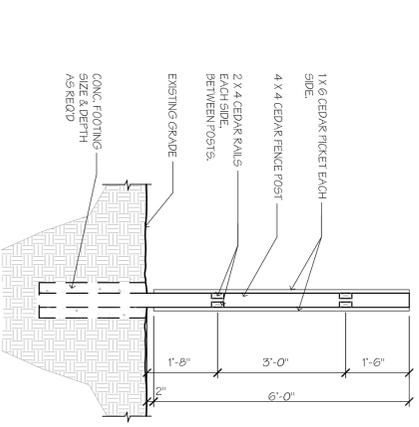
DATE: 3-04-2016 LICENSE # 17367
 ENGINEER/NO: _____
 3-04-2016 ISSUED FOR PERMIT

DRAWN BY: SCB
 CHECKED BY: DMF
 PROJECT NO.: _____

SITE PLAN

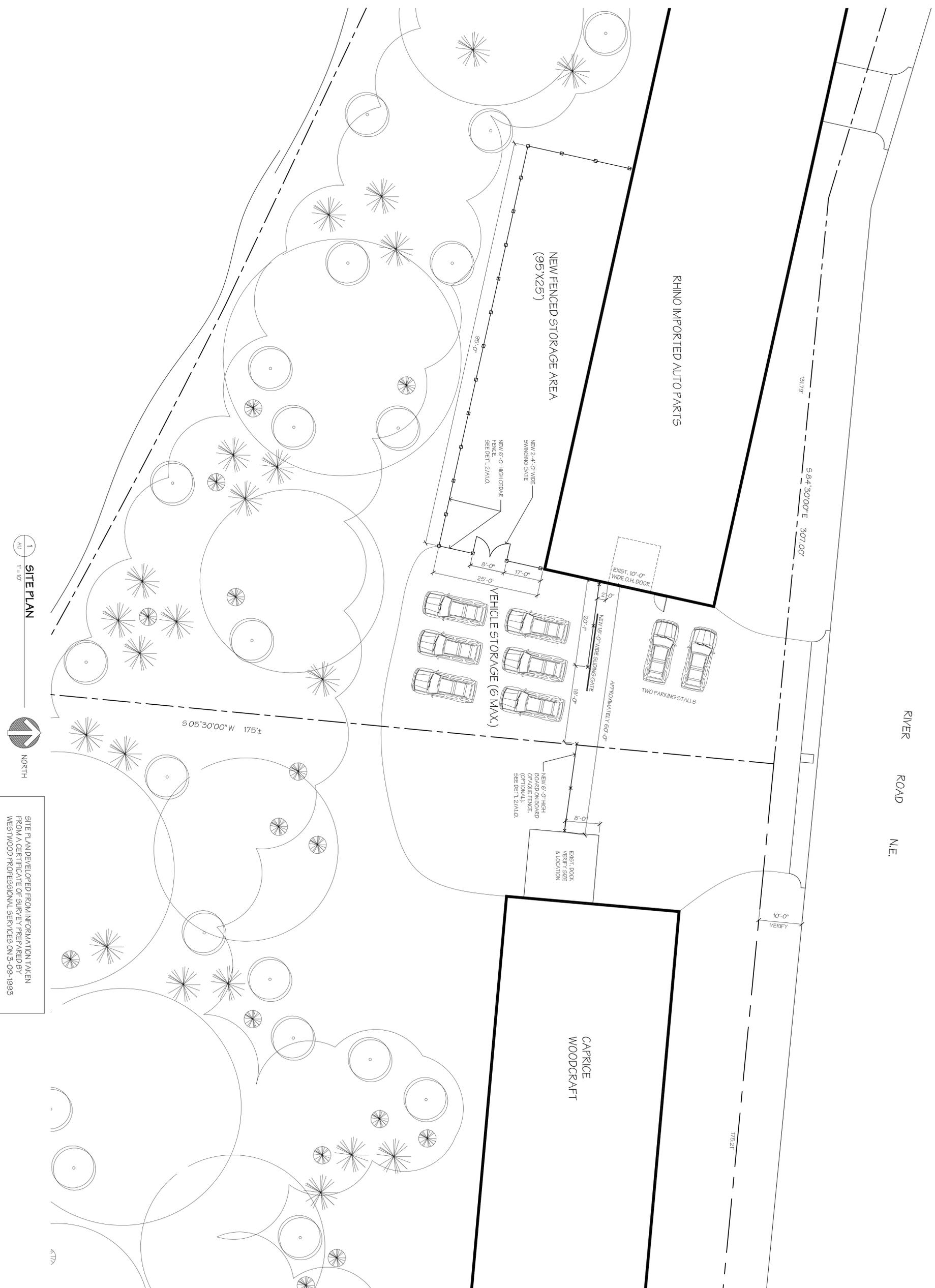


SITE PLAN DEVELOPED FROM INFORMATION TAKEN FROM A CERTIFICATE OF SURVEY PREPARED BY WESTWOOD PROFESSIONAL SERVICES ON 3-09-1993



2 SECTION @ BOARD ON BOARD CEDAR FENCE
 1/4" = 30'

RIVER ROAD N.E.



1 SITE PLAN
ALL 1" = 10'



SITE PLAN DEVELOPED FROM INFORMATION TAKEN FROM A CERTIFICATE OF SURVEY PREPARED BY WESTWOOD PROFESSIONAL SERVICES ON 3-09-1993

2016 RENOVATION FOR: RHINO IMPORTED AUTO PARTS

11103 RIVER ROAD N.E.
HANOVER, MINNESOTA 55341

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I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATIONS, AND CONTRACT DOCUMENTS WERE PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.
David A. Phillips

DATE: 3-04-2016 LICENSE # 17267
REVISION:
3-04-2016 ISSUED FOR PERMIT

DRAWN BY: SCB
CHECKED BY: DAV
PROJECT NO.:
ENLARGED SITE PLAN

A1.1

11103 River Road NE
March 23, 2016







Memorandum

To: *Planning Commission, City of Hanover*

From: *Greg Beckius, WSB & Associates
Justin Messner, WSB & Associates*

Date: *March 22, 2016*

Re: *WSB Project No. 2092-750*

WSB & Associates' staff reviewed the City of Hanover's Chapter 10: Zoning Ordinance and have identified where the current ordinances have deficiencies according to the requirements of the Municipal Separate Storm Sewer System (MS4) General Permit.

Our recommended ordinance revisions are designed to bring the City's ordinances into compliance with the new regulatory mechanism requirements of the MS4 General Permit.

Below is a brief summary of the ordinance analysis performed and recommendations for ordinance revisions required to satisfy the new requirements of the MS4 General Permit as outlined below.

Ordinance Analysis

WSB staff reviewed the Minnesota Pollution Control Agency's MS4 Permit, which outlined the tasks the City agreed to undertake in order to come into compliance with the MS4 General Permit by October 25, 2016. WSB staff compared the City of Hanover's ordinances to the Environmental Protection Agency's model ordinances and ordinances that have been adopted by other Cities that are representative of the type of language and content needed to satisfy the new permit requirements. WSB staff also utilized guidance documents from the Minnesota Pollution Control Agency which included recommendations for satisfying the regulatory mechanism requirements for Minimum Control Measure 3, 4, and 5.

Recommendations

The following City Chapter 10: Zoning Ordinance changes are recommended to be revised to be in compliance with the new requirements of the MS4 General Permit. Also identified, is a brief description of the revisions.

Sec 10.01 – Definitions

- Supplement current *Erosion and Sediment Control Plan* definition with reference to the Stormwater Pollution Prevention Plan that is already referenced in the ordinance for these plans are the same and can be called as either.

Sec 10.20 – Design Review Guidelines

- Update the Design Guidelines section to include Standard Design Guidelines section and the subsequent references to allow for the addition of section C.
- Add Section C. Design Guidelines for Stormwater Management Criteria
 - Include the thresholds for the submittal of an Erosion and Sediment Control Plan
 - Include the thresholds for the submittal of a Stormwater Management Plan
- Reference Chapter 9 of the City Code to remove any redundancy and repetition within the City Code

Sec 10.21 – Site and Building Plan Review

- Reference Chapter 9 of the City Code to remove any redundancy and repetition within the City Code

Dwelling, multiple-family. A building designed exclusively for or occupied exclusively by three or more families living independently of each other.

Dwelling, multiple-family, townhouse. A building exclusively for or occupied exclusively by between three and six families living independently of each other. Each dwelling unit is attached horizontally in a linear arrangement with private front and rear entrances. Each dwelling unit must be separated from other dwelling units by a fire wall extending from foundation through the roof with no openings. Each dwelling unit shall have a totally exposed front and rear wall to be used for entry, light, and ventilation.

Dwelling unit. A residential building or portion thereof, intended for occupancy by a single-family, but not including hotels, motels, boardinghouses, rooming houses or tourist homes.

Dynamic display. Any characteristics of a sign that appear to have movement or that appear to change, caused by any method other than physically removing and replacing the sign or its components, whether the apparent movement or change is in the display, the Sign Structure itself, or any other component of the sign. This includes a display that incorporates a technology or method allowing the sign face to change the image without having to physically or mechanically replace the sign face or its components. This also includes any rotating, revolving, moving, flashing, blinking, or animated display and any display that incorporates rotating panels, LED lights manipulated through digital input, "digital ink" or any other method or technology that allows the sign face to present a series of images or displays.

Easement. A grant by a property owner for the use of a portion of land by the public or any person for any specific purpose.

Ecological Corridor. A network of land containing linear elements that are planned, designed and managed for multiple purposes including ecological, recreational, cultural, aesthetic, or other purposes compatible with the concept of sustainable land use. Ecological corridors are also known as Greenways.

Ecological Resources. Ecological resources include fish and wildlife populations, habitats, and their relationships to each other and the environment/ecosystem.

Erect. To build, construct, attach, hang, place, suspend, or affix and also includes the painting of wall signs.

Erosion and Sediment Control Plan. Otherwise known as a Stormwater Pollution Prevention Plan (SWPPP) which is a set of plans prepared by or under the direction of a licensed professional engineer or certified contractor indicating the specific measures and sequencing to be used to control the sediment and erosion on a project site during and after construction, to employ BMPs or other measures designed to control surface runoff and limit soil erosion, and to prevent sediment from entering surface waters and existing storm sewer systems due to land disturbing activities; and the prevention of soil erosion and sedimentation following the completion of land disturbing activities using permanent BMPs or other planned structures.

of the City occasioned by such requests shall be borne by the applicant. The reimbursement to the City shall be limited to actual costs of the City. Actual costs shall include all engineering, legal, planning, or other consultant fees or costs paid by the City for other consultants for expert review of a development application.

- B. *Base Zoning Fee.* Each applicant shall pay a non-refundable base zoning fee at the time an application is presented to the City for a zoning change of any nature, site and building plan review, a conditional use, or a variance. This fee is intended to reimburse the City for its reasonable costs for administrative processing of a development application. If this fee proves to be insufficient to cover such costs, such additional costs will be charged as a part of the zoning deposit, or the supplemental zoning deposit.
- C. *Escrow Deposit.* At the time of application, in addition to the non-refundable basic zoning fee, each applicant shall pay an escrow deposit in an amount established by City Council resolution. The applicant shall also sign a written agreement to pay any and all costs incurred by the City in processing the application. Actual costs including, but not limited to, planning, engineering, legal, or other consultant fees or costs, incurred by the City in the processing of the application shall be paid from or reimbursed to the City, from the escrow deposit.
- D. *Supplemental Deposit.* At any time while the application is pending and before its final conclusion, if the Administrator determines that the amount of the escrow deposit required by Section 10.19 (General Administration, Cost Recovery) of this Chapter is or is estimated to be insufficient to pay for present or anticipated actual costs of the application, a supplementary deposit shall be required by the Administrator to be paid by the applicant. The one or more supplemental deposits shall be in an amount sufficient to pay all actual costs of the City. Supplemental deposits shall be paid within five business days of the City's request.
- E. Refunds
1. *Administrative Costs.* The base zoning fee intended to cover administrative costs is non-refundable.
 2. *Direct Costs.* If the direct costs of the City in processing the application are less than the amount of the escrow deposit and any supplemental deposit, any such overage shall be refunded to the applicant upon the conclusion of the proceedings, and any such costs in excess of the supplemental deposits on hand with the City shall be paid by the applicant prior to completion of the proceedings by the City and before the issuance of any building permit(s).

SEC. 10.20 DESIGN REVIEW GUIDELINES

A. *Applicability*

- A. The Standard Design Guidelines apply to the B-1, B-1A, I-1 and I-2 District.
- B. The Standard Design Guidelines shall apply to all new buildings, additions and exterior renovations.
- C. All proposed façade changes including painting shall be subject to approval from the City of Hanover, including all required permitting. Painting or staining the exterior materials of a building in the same color as exists on the building shall be considered maintenance and not subject to approval.
- D. The Design Guidelines for Stormwater Management apply to all Districts.
 - 1. No building permit or permit to allow land disturbing activities shall be issued until approval of the requirements set forth in City Code: Chapter 9 – Water, Sanitary Sewer, and Storm Water. The Erosion and Sediment Control (ESC) Plans and Stormwater Management Plans (SWMP) shall be consistent with NPDES permit requirements, and the filing or approval requirements of other regulatory bodies.

DB. *Standard Design Guidelines Criteria*

- A. The exterior of non-residential and multi-family residential structures shall include a variation in building materials which are to be distributed throughout the building facades and coordinated into the architectural design of the structure to create an architecturally balanced appearance.
- B. **General Requirements.**
 - 1. Exterior Materials.
 - a. All structures shall have an exterior finish consisting of the following permitted materials:
 - (1) Brick.
 - (2) Stone (natural or artificial).
 - (3) Integral colored spit face (rock face) concrete block.
 - (4) Wood, natural or engineered, provided the surfaces are finished for exterior use or wood of proven exterior durability is used, such as cedar, redwood or cypress.
 - (5) Stucco (natural or artificial), including exterior insulated finishing systems (EIFS).
 - (6) Fiber cement board.
 - (7) Precast concrete.
 - (8) Metal may be used as an exterior material for architectural trim.
 - b. Building foundations not exceeding two (2) feet and other such portions of a building's façade need not comply with the requirements for the primary façade treatment or materials.
- C. **Special Design and Performance Standards in B-1 District.** The following special design and performance standards shall be observed in the B-1 District:

1. Areas adjacent to the Crow River should be retained as open space with walking trails, and passive recreation amenities including benches, picnic areas, view corridors, and natural open space.
2. Where possible, building designs should take advantage of view from public streets as well as from the Crow River and treat both as building frontages for architectural design.
3. An awning, canopy, or marquee suspended from a building may extend over the public right-of-way ten (10) feet and not closer than five (5) feet to the curb line extended. The lowest point of such structures shall be not less than eight (8) feet from the sidewalk or ground grade line, and the owner of such structure shall be responsible for its structural safety.
4. Flat roof or a false front or parapet (false front) wall covering a sloped roof is desired.
5. Building fronts should contain multiple windows, excluding skylights, tinted windows and ribbon windows.
6. Divided Windowpanes with mullions are encouraged except for storefront windows.
7. Multi-panel exterior doors are encouraged.
8. Desirable Design Elements.
 - a. Storefront canopies or window canopies.
 - b. Hanging signs.
 - c. One or more accent colors.
 - d. Planters and landscaped areas.
 - e. Benches.
 - f. Decorative lighting.
9. Parking.
 - a. Site parking is to be located to the side or rear of buildings where possible.
 - b. A reduction of up to ten (10) percent in the number of required offstreet parking spaces may be approved by the Zoning Administrator in the case of shared parking areas between abutting uses.
10. Loading.
 - a. Loading areas and docks shall be located to the rear or side of the principal building where possible.
 - b. Special landscape, screening or building design measures shall be required to minimize and limit the visual impact of loading docks and areas from view from adjacent properties, right-of-way and the Crow River.
11. Pedestrian Circulation.
 - a. Each property shall be responsible for the installation and maintenance of a sidewalk pursuant to City standards from the front lot line to the main entrance of the principal structure.
 - b. Each property shall provide a designated pedestrian circulation system (i.e. sidewalk) through and from off-street parking areas to the main entrance of the principal structure.
 - c. Each property shall provide sidewalk access at property edges and to adjacent lots and said access shall be coordinated with existing development to provide circulation patterns between developments.

Buildings, landscaping, fences and other improvements shall be located so as not to preclude eventual site-to-site connections.

C. *Design Guidelines for Stormwater Management Criteria*

- A. **Erosion and Sediment Control.** Unless otherwise exempted by other City Codes, Applicants are required to develop an Erosion and Sediment Control (ESC) Plan and follow the Erosion and Sediment Control requirements of Chapter 9 of the City Code and are encouraged to incorporate the Stormwater Management requirements of the same code, for all proposed land disturbing activities within the City that meet any or all of the following:
1. Disturbs a total land surface area of 5,000 square feet or more; or
 2. Involves excavation or filling, or a combination of excavation and filling, in excess of 100 cubic yards of material; or
 3. Is a land disturbing activity, regardless of size that the City determines is likely to cause an adverse impact to an environmentally sensitive area or other property, or may violate any other erosion and sediment control standard set forth in this ordinance.
- B. **Stormwater Management.** Unless otherwise exempted by other City Codes, Applicants are required to develop a Stormwater Management Plan that meets the requirements of Chapter 9 of the City Code, for all proposed land disturbing activities within the City that meet any or all of the following:
1. Any land disturbing activity that may ultimately result in the addition of 1.0 acre or greater of impervious surfaces, including smaller individual sites that are part of a common plan of development that may be constructed at different times; or
 2. All new single-family subdivisions greater than 3 lots that rely on common drainage facilities for stormwater management, multiple family residential, commercial, mixed-use and industrial developments; or
 3. Any land disturbing activity, regardless of size that the City determines is likely to cause an adverse impact to an environmentally sensitive area or other property.

SEC. 10.21 SITE AND BUILDING PLAN REVIEW

- A. *Purpose:* The purpose of this Section is to establish a collaborative formal site plan review procedure and provide regulations pertaining to the enforcement of site design standards consistent with the requirements of this Chapter.
- B. *Exceptions to Review:* Except in those cases specifically cited within this Chapter, the following shall be excepted from the foregoing requirements of this Section:
1. Agricultural Uses.

2. Single-family detached dwellings.
3. Two-family attached dwellings if in a group of four (4) or less dwelling units.
4. Residential accessory structures

C. *Sketch Plan:*

1. Prior to the formulation of a site plan and to filing of a formal application, applicants may present a sketch plan to the Administrator. The sketch plan shall be conceptual but shall be drawn to scale with topography of a contour interval not greater than two (2) feet and may include the following:
 - a. The proposed site with reference to existing development, topography, and drainage conditions on adjacent properties, at least to within two hundred (200) feet.
 - b. Natural features.
 - c. General location of existing and proposed structures including signs.
 - d. Tentative access, circulation and street arrangements.
 - e. Amenities to be provided such as recreational areas, open space, walkways, landscaping, etc.
 - f. General location of parking areas.
 - g. Proposed public sanitary sewer, water and storm drainage.
 - h. A statement showing the proposed density of the project with the method of calculating said density also shown.
 - i. Extent of and any proposed modifications to land within the special Environmental Protection Districts as established by the Shoreland Management Overlay District, Floodplain Overlay District, Greenway Corridor Overlay District and/or Wetland Overlay District of this Chapter.
 - j. Other items as may be deemed necessary by City staff.
2. The Administrator shall have the authority to refer the sketch plan to the Planning Commission and/or City Council for discussion, review, and informal comment. Any opinions or comments provided to the applicant by the Administrator, Planning Commission, and/or City Council shall be considered advisory only and shall not constitute a binding decision on the request.

- D. *Procedure:* An application for site and building plan review is to be processed in accordance with the provisions of this Chapter.
- E. *Criteria:* The Planning Commission and City Council shall evaluate the proposed site plan based upon compliance with the City Comprehensive Plan, provisions of this Chapter, and other applicable chapters of the City Code.
- F. *Site Plan Information Requirement:* The information required for all site plan applications generally consists of the following items, and shall be submitted unless waived by the Administrator.
1. Site boundaries, buildings, structures and other improvements shall be identified on-site with a current certificate of survey, prepared and signed by a Minnesota licensed land surveyor, depicting the following:
 - a. Scale of plan (engineering scale only, at one (1) inch equals fifty (50) feet (1" = 50') or less.
 - b. North point indication.
 - c. Existing boundaries with lot dimension and area.
 - d. Existing site improvements.
 - e. All encroachments.
 - f. Easements of record.
 - g. Legal description of the property.
 - h. Ponds, lakes, springs, rivers or other waterways bordering on or running through the subject property.
 2. A site plan utilizing a copy of the current certificate of survey as a base for the site in question, depicting the following:
 - a. Name and address of developer/owner.
 - b. Name and address of architect/designer.
 - c. Date of plan preparation.
 - d. Dates and description of all revisions.
 - e. Name of project or development.

- f. All proposed improvements, including:
 - (1) Required and proposed setbacks.
 - (2) Location, setback and dimensions of all proposed buildings and structures.
 - (3) Location of all adjacent buildings located within one hundred (100) feet of the exterior boundaries of the property in question.
 - (4) Location, number, dimensions, and setbacks of proposed parking spaces and drive aisles.
 - (5) Location, number, and dimensions of proposed loading spaces.
 - (6) Location, width, and setbacks of all curb cuts and driveways.
 - (7) Vehicular circulation.
 - (8) Sidewalks, walkways, trails.
 - (9) Location and type of all proposed lighting, including details of all proposed fixtures.
 - (10) Location of recreation and service areas.
 - (11) Location of rooftop equipment and proposed screening.
 - (12) Provisions for storage and disposal of waste, garbage, and recyclables, including details for screening exterior trash/recycling enclosures.
 - (13) Location, sizing, and type of water and sewer system mains and proposed service connections.
- 3. Grading, stormwater pollution prevention plan, and drainage plan, utilizing a copy of the current certificate of survey as a base for the site in question, prepared and signed by a Minnesota licensed engineer, depicting the following:
 - a. Existing contours at two (2) foot intervals (may be from LIDAR if verified by surveyor).
 - b. Proposed grade elevations at two (2) foot maximum intervals.

- c. Drainage plan, including the configuration of drainage areas and calculations.
 - d. Storm sewer, catch basins, invert elevations, type of castings, and type of materials.
 - e. Spot elevations (prepared by a Minnesota licensed surveyor).
 - f. Proposed driveway grades.
 - g. Surface water ponding and treatment areas.
 - h. Erosion control measures as required by Chapter 9 of the City Code.
 - i. Requirements in of Storm Water Pollution Control Regulations in City Code.
4. Landscaping plan, utilizing a copy of the site plan as a base for the site in question, depicting the following:
- a. Planting schedule (table) containing:
 - (1) Symbols.
 - (2) Quantities.
 - (3) Common names.
 - (4) Botanical names.
 - (5) Sizes of plant material.
 - (6) Root specification (bare root, balled and burlapped, potted, etc.).
 - (7) Special planting instructions.
 - b. Location, type and size of all existing significant trees to be removed or preserved.
 - c. Planting detail (show all species to scale at normal mature crown diameter or spread for local hardiness zone).
 - d. Typical sections with details of fences, tie walls, planter boxes, tot lots, picnic areas, berms and the like.

- e. Typical sections with details of landscape islands, planter beds, and foundation plantings with identification of materials used.
 - f. Note indicating how disturbed soil areas will be restored through the use of sodding, seeding, or other techniques.
 - g. Delineation of both sodded and seeded areas with respective areas in square feet.
 - h. Coverage plan for underground irrigation system, if any.
 - i. Where landscape or manmade materials are used to provide screening from adjacent and neighboring properties, a cross-through section shall be provided showing the perspective of the site from the neighboring property at the property line elevation.
 - j. Other existing or proposed conditions which could be expected to affect landscaping.
5. Other plans and information as required by the Administrator including, but not limited to:
- a. Architectural elevations of all principal and accessory buildings (type, color, and materials used in all external surfaces).
 - b. Floor plan drawn to scale with a summary of square footage for each use or activity.
 - c. Fire protection plan.
 - d. Extent of and any proposed modifications to land within the Environmental Protection Districts, as established by Shoreland Management Overlay District, Floodplain Overlay District, Greenway Corridor Overlay District and/or Wetland Overlay District of this Chapter.
 - e. Type, location and size (area and height) of all signs to be erected upon the property in question.
 - f. Vicinity map showing the subject property in reference to nearby highways or major street intersections.
 - g. Sound source control plan.
 - h. Lighting plan including a photometric plan.

- G. *Site Plan Modifications:* An amended site plan shall be applied for and administered in a manner similar to that required for a new site plan.
- H. *Site Plan Agreements:* All site and construction plans officially submitted to the City shall be treated as a formal agreement between the applicant and the City. Once approved, no changes, modifications or alterations shall be made to any plan detail, standard, or specifications without prior submission of a plan modification request to the Administrator for review and approval. Within the flood plain, the applicant shall be required to submit certification by a registered professional engineer or land surveyor that the finished fill and finished floor elevations were accomplished in compliance with the provisions of this Chapter.
- I. *Building Codes:* The review and approval of site improvements pursuant to the requirements of City adopted building and fire codes shall be in addition to the site plan review process established under this Article. The site plan approval process does not imply compliance with the requirements of building and fire codes.

SEC. 10.22 ZONING DISTRICTS AND THE MAP

(a) For the purpose of this chapter, the city is hereby divided into the following zoning districts.

Symbol	District Name
RA	Residential-Agricultural
R-1	Neighborhood Residential
R-1A	Single-Family Residential
R-2	Multifamily Residential
B-1	Downtown River Commercial District
B-1A	Downtown River District
B-2	Highway Commercial District
I-1	Limited Industrial District
I-2	General Industrial District
I-3	Industrial Park District
CD	Conservation Design Overlay District
EC	Ecological Corridor Overlay District
PUD	Planned Unit Development Overlay District

(b) The location and boundaries of the districts and overlay districts established by this chapter is set forth on the zoning map which is hereby incorporated as part of this

SEC. 10.28 NON-RESIDENTIAL DISTRICT PERFORMANCE STANDARD CHART

LAND USES DIMENSIONAL REQUIREMENTS AND PERFORMANCE
STANDARDS
BUSINESS INDUSTRIAL DISTRICTS

Performance Standard	B-1	B1A	B-2	I-1	I-2	I-3
Minimum Lot Area	12,000 sq. ft.	12,000 sq.ft./ 15,000 ft. residential plus 2,000 sq. ft for each dwelling in excess of 2	20,000 sq. ft.	1 acre	32,670 sq. ft.	32,670 sq. ft.
Minimum Lot Width	50 ft.	50 ft./	100 ft.	100 ft.	100 ft.	
Minimum Lot Depth						
Maximum building height (except permitted by CUP)	2 ½ stories or 35 ft.	2 ½ stories or 35 ft.	2 ½ stories or 35 ft.	2 ½ stories or 35 ft.	2 ½ stories or 35 ft.	3 stories or 45 ft.
Front yard setback and Corner Side Setback	30 ft. (20 ft. on River Road and Main Street)	30 ft. (20 ft. on River Road and Main Street)	30 ft. (20 ft. on River Road and Main Street)	30 ft. (20 ft. on River Road and Main Street)	30 ft. (100 ft if across from residential)	30 ft. (100 ft if across from residential)

Performance Standard	B-1	B1A	B-2	I-1	I-2	I-3
Side yard setback	None (50 ft. where adjacent to residential district)	None (50 ft. where adjacent to residential district); Residential structures 15 ft.	Ten Feet (10) (50 ft. where adjacent to residential district)	None (50 ft. where adjacent to residential district)	20 ft. (100 ft. where adjacent to residential district)	20 ft. (100 ft. where adjacent to residential district)
Rear yard setback	None except no building shall be located within twenty (20) feet of a rear lot line abutting any residential district.	None except no building shall be located within twenty (20) feet of a rear lot line abutting any residential district.	20 ft. (50 ft. where adjacent to residential district)	20 ft. (50 ft. where adjacent to residential district)	20 ft. (50 ft. where adjacent to residential district)	20 ft. (50 ft. where adjacent to residential district)
Wetland setback	30 ft.	30 ft.	30 ft.	30 ft.	30 ft.	30 ft.
Bluff setback	30 ft.	30 ft.	30 ft.	30 ft.	30 ft.	30 ft.
GD and RD waters setback	75 ft.	75 ft.	75 ft.	75 ft.	75 ft.	75 ft.
NE waters setback	200 ft.	200 ft.	200 ft.	200 ft.	200 ft.	200 ft.
Impervious coverage	75% (30% in shoreland area)	75% (30% in shoreland area)	75% (30% in shoreland area)	75% (30% in shoreland area)	75% (30% in shoreland area)	75 % 50% (30% in shoreland area; 25% of lot must be green space)