



PLANNING REPORT

TO: Phil Kern

FROM: Ann Rexine / Alan Brixius

DATE: February 4, 2009

RE: Delano: Modern Molding: Site and Building Plan Review,
Administrative Permit and Conditional Use Permit

FILE NO: 432.07 – 09.01

BACKGROUND

Doug Portmann, representing Modern Molding, Inc., is seeking a site and building plan review for a building addition and parking lot reconstruction / addition, an administrative permit for parking deferment and conditional use permit to add land fill in excess of four hundred (400) cubic yards. The industrial business is located east of County Road 17 (River Street), west of Industrial Boulevard and south of South 7th Street. The property consists of approximately 4.023 acres, is zoned I-2 Industrial and is guided Industrial use by the City of Delano Comprehensive Plan. According to the submitted plans, the proposed project includes construction of a 36,140 square foot building expansion and parking lot expansion which will accommodate sixty two (62) spaces in total.

The applicant has submitted plans dated January 7, 2009 and revised plans on February 3, 2009 based upon City staff recommendations. The following planning report provides comments on the most recent submittals.

Attached for Reference:

- | | | | |
|------------|------------------------------------|------------|------------------------|
| Exhibit A | Certificate of Survey | Exhibit J: | Utility Plan |
| Exhibit B: | Site Plan | Exhibit K: | Proposed Floor Plan |
| Exhibit C: | Site Plan 2 | Exhibit L: | Proposed Elevations |
| Exhibit D: | Landscape Plan | Exhibit M: | City Engineer Memo |
| Exhibit E: | Grading & Erosion Control Plan | Exhibit N: | Existing Ditch Exhibit |
| Exhibit F: | Existing Drainage Diagram | Exhibit O: | Retaining Wall Details |
| Exhibit G: | Proposed Drainage Diagram | Exhibit P: | Lighting Details |
| Exhibit H: | Future Drainage Diagram | | |
| Exhibit I: | MFRA Stormwater Management Summary | | |

ISSUES AND ANALYSIS

Comprehensive Plan. The 2002 Delano Comprehensive Plan guides this subject property as industrial. The proposed industrial building addition is compatible with the Comprehensive Plan.

Zoning. The zoning for the subject property is I-2 General Industrial District. The proposed industrial building addition is compatible with the permitted uses of the Zoning Ordinance.

Site and Building Plan Review

Site Access and Circulation. According to the submitted plans, the existing ingress/egress from 7th Street South will remain. The existing County Road 17 (River Street) ingress/egress will be removed and relocated to the southern edge of the property to accommodate the parking lot expansion. The new access point onto County Road 17 will require Wright County permit approval and is condition of project approval.

The trail along County Road 17 will remain in place. As condition of project approval, the applicant shall coordinate replacement of the trail with the construction of the new driveway access.

The proposed site plan indicates a drive aisle that ranges from thirty (30) feet to thirty three and a half (33 ½) feet which is acceptable for ninety degree automobile parking.

The configuration of the parking appears to be arranged so that vehicle conflicts will be minimized. A portion of the relocated River Street ingress/egress has been left in place to accommodate vehicle turning radii.

Lot Requirements and Setbacks. The following minimum requirements are required in the I-2 District. The proposed application meets all requirements and setbacks.

	<u>Required</u>	<u>Requested</u>	<u>Compliant</u>
Minimum Lot Area	40,000 s.f.	175,203 s.f.	Yes
Minimum Lot Width	100 feet	358 feet	Yes
Minimum Lot Depth	N/A	N/A	N/A
Front Yard Setback	30 feet	42 feet	Yes
E. Side Yard Setback	10 feet	22.44 feet	Yes
W. Side Yard Setback	10 feet	102 feet	Yes
Rear Yard Setback	25% of lot depth or 30 feet	36.84 feet	Yes

Grading, Drainage and Utilities. The City wants to ensure that all stormwater and utility connections are properly handled to alleviate 'downstream' ponding issues. Runoff from the existing and proposed parking will be routed to a vegetated swale between County Road 17 and the new parking lot where it discharges to the underground storage pipe. Roof drainage from the proposed addition will be routed directly to the underground storage system. If the additional proof of parking is required in the future, the length/capacity of the underground pipe could be increased to accommodate the additional runoff.

The City Engineer has reviewed submittals from the applicant dated January 7, 2009 and February 3, 2009. The following conditions are condition of project approval, subject to the review and approval by the City Engineer:

- The applicant is coordinating modifications to the electrical service with Delano Municipal Utilities (DMU). All modifications shall meet the requirements of DMU.
- An additional hydrant is required to be located near the southwest curb cut. All fire protection, including the installation of any new hydrants shall be coordinated with the Delano Fire Chief.
- All slopes must be stabilized to prevent erosion, including temporary and permanent erosion control measures.
- The project must satisfy NPDES permit requirements and submit and a copy of the NPDES permit application and a copy of the SWPPP to the City Engineer for review and approval.
- The capacity of the drainage swale along the south property lines must be maintained.
- Proposed drainage improvements cannot be placed outside of the subject property or in the swale below an elevation of 929.0 feet.
- A maintenance agreement must be coordinated for the underground storage pipe, which outlines access, management of inspection and routine maintenance. If the pipe is not maintained, the agreement shall allow the City to perform maintenance and assess the associated costs to the property.
- A pavement section is required for the parking lot indicating a nine (9) ton section accommodating anticipated truck traffic.
- Curb and gutter shall be a B612 design or ribbon curb adjacent to the vegetative swale.
- Grades will not exceed 3H:1V on the site. 4H:1V is the maximum slope for all maintained (mowed) areas.

Building Requirements. The proposed application indicates that the new building expansion will measure approximately 36,140 square feet. Building plans indicate that the new addition will house office space, manufacturing areas, storage, bathrooms, an employee commons area, locker room and shipping / receiving areas. The building expansion will measure approximately twenty five (25) feet in height which meets Ordinance requirements. The proposed exterior building materials will consist primarily of precast concrete panels and metal fascia to match the existing building.

Landscaping / Screening. According to Ordinance, all exposed parking areas of six (6) or more required spaces shall be landscaped in compliance with Section 51.03, Subd. D.10. The following conditions must be met subject to the review and approval by the City:

1. It appears from the grading plan that the retaining walls measure at their highest seven (7) feet tall, although currently the spot elevations for both walls are labeled as BW - bottom of wall (it is inferred that the two spot elevations are top of wall and bottom of wall). Retaining wall details and culvert crossing below the wall, designed by a State of Minnesota registered engineer must be provided which include required fencing details and must be reviewed and approved by the City Engineer.
2. No soil disturbance or staging of construction materials may occur in the area immediately surrounding the vegetation along the northwestern edge of the existing parking lot. These tree protection measures must remain in place for all vegetation until all grading and construction activity is terminated.
3. Description of tree removal, new plantings that are proposed for the vegetated swale located at the southwestern edge of the parking lot and slope maintenance practices along the southern property line.

Lighting. City staff is concerned with shielding the rear loading dock and door entrance lighting from future low density residential development to the south. According to Ordinance standards, all site lighting shall be hooded, 90 degree cut off lenses and directed so as not to impact adjacent properties or streets.

Administrative Permit – Proof of Parking

On-Site Parking. The applicant has proposed to construct sixty two (62) parking stalls on-site at the western edge of the building. These parking stalls measure nine (9) feet by eighteen (18) feet which is acceptable. A five (5) foot parking lot setback has been maintained around the entire perimeter of the parking lot. The following parking analysis is provided to indicate required number of parking stalls.

Manufacturing	31,879 SF/400 (10%)	= 72 spaces
Office	9,660 SF/ 200 (10%)	= 43 spaces
Storage	15,121 SF / 1,500 (10%)	= 9 spaces
		124 required parking spaces

The proposed application does not meet Ordinance parking requirements; as such they have provided proof of parking which requires an administrative permit. This proof of parking, located to the north and east of the building, would bring the total parking to one hundred thirty four (134) spaces (with the subtraction of three (3) spaces to accommodate through-lane drive aisle). City staff feels that this is adequate as the projected largest shift of employees is estimated to be forty one (41) people. Parking will not be allowed anywhere but striped areas. If it is observed that parking is occurring on non-striped areas or on public streets, the construction of additional parking will be mandated.

ADA Accessible Parking. The proposed site plan has indicated the dedication of three (3) ADA accessible parking stalls within the parking lot expansion area. According to ADA Accessible Guidelines for Buildings and Facilities (ADAAG), the following spaces must be dedicated:

	Parking Lot Size	Required ADA Accessible Spaces	Proposed	Compliant
Proposed Parking Expansion	51 - 75 parking spaces	3 spaces	3 spaces	Yes
Additional Proof of Parking	101 – 150 parking spaces	5 spaces	1 space	No

The proposed parking expansion arrangement for ADA spaces is compliant. If the proof of parking will be required in the future, two (2) additional spaces must be added. According to the submitted application, a drive aisle is proposed where the current ADA spaces are located. Future parking must meet ADA requirements.

Conditional Use Permit – Land Fill in Excess of 400 cubic yards

The proposed building and parking lot expansion will require approximately two thousand four hundred (2,400) cubic yards of fill according to the applicant. The Ordinance requires the applicant to seek a conditional use permit to allow additional fill to a site in excess of four hundred (400) cubic yards. In accordance with the Ordinance the following is required, subject to the review and approval by the City:

1. A description of the source, type and the final calculated amount of fill material to be placed upon the premise.
2. The dates and highway, street or streets, or other public ways in the City upon and along which any material is to be hauled or carried. Access will be restricted to County highways and local streets 7th Street South and Johnson Drive until construction is completed, subject to the review and approval of the City Engineer.
3. Vehicles moving to and from the site cannot track materials onto adjacent streets. A vehicle tracking pad or other method to reduce and remove sediment tracked from the site is required. Clean up of tracked material must be conducted daily or more frequently as directed by the City.
4. An estimate of the time and schedule required to complete the land fill.
5. Erosion control measures which will control the suspended sediments that may leave the site.
6. Hours of operation shall be limited to 7:00 AM to 6:00 PM, Monday through Saturday.

RECOMMENDATION

The Planning Commission should review the attached materials and the issues addressed herein in determining a recommendation to the City Council. The information provided by the applicant gives basis for approval or denial of the application and shall address both existing conditions and changes that will occur during and after development. Following a public hearing, we recommend approval of the site and building plan review, administrative permit and conditional use permit with the following conditions:

Site and Building Plan

1. New access point onto County Road 17 will require Wright County permit approval.
2. Trail replacement must be coordinated the construction of the new driveway access.
3. The applicant is coordinating modifications to the electrical service with Delano Municipal Utilities (DMU). All modifications shall meet the requirements of DMU.
4. An additional hydrant must be located near the southwest curb cut. All fire protection, including the installation of any new hydrants shall be coordinated with the Delano Fire Chief.
5. All slopes must be stabilized to prevent erosion, including temporary and permanent erosion control measures.
6. The project must satisfy NPDES permit requirements and submit and a copy of the NPDES permit application and a copy of the SWPPP to the City Engineer for review and approval.
7. The capacity of the drainage swale along the south property lines must be maintained.
8. Proposed drainage improvements cannot be place outside of the subject property or in the swale below an elevation of 929.0 feet.
9. A maintenance agreement must be coordinated for the underground storage pipe, which outlines access, management of inspection and routine maintenance. If the pipe is not maintained, the agreement shall allow the City to perform maintenance and assess the associated costs to the property.
10. A pavement section is required for the parking lot indicating a nine (9) ton section accommodating anticipated truck traffic.
11. Curb and gutter shall be a B612 design or ribbon curb adjacent to the vegetative swale.

12. Grades will not exceed 3H:1V on the site. 4H:1V is the maximum slope for all maintained (mowed) areas.
13. Retaining wall details must be provided which include any required fencing and must be subject to the review and approval by the City Engineer.
14. No soil disturbance or staging of construction materials may occur in the area immediately surrounding the vegetation along the northwestern edge of the proposed parking lot. These tree protection measures must remain in place for all vegetation until all grading and construction activity is terminated.
15. Description of tree removal, new plantings that are proposed for the vegetated swale located at the southwestern edge of the parking lot and slope maintenance practices along the southern property line is required.

Administrative Permit – Proof of Parking

1. Parking will not be allowed anywhere but striped areas. If it is observed that parking is occurring on non-striped areas or on public streets, the additional construction of parking will be mandated.
2. All future parking must meet ADA requirements.

Conditional Use Permit – Land Fill in Excess of 400 cubic yards

1. A description of the source, type and the final calculated amount of fill material to be placed upon the premise.
2. The dates and highway, street or streets, or other public ways in the City upon and along which any material is to be hauled or carried. Access will be restricted to County highways and local streets 7th Street South and Johnson Drive until construction is completed, subject to the review and approval of the City Engineer.
3. Vehicles moving to and from the site cannot track materials onto adjacent streets. A vehicle tracking pad or other method to reduce and remove sediment tracked from the site is required. Clean up of tracked material must be conducted daily or more frequently as directed by the City.
4. An estimate of the time and schedule required to complete the land fill.
5. Erosion control measures which will control the suspended sediments that may leave the site.
6. Hours of operation shall be limited to 7:00 AM to 6:00 PM, Monday through Saturday.

cc: Marlene Kittock
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