

**MINUTES OF A SPECIAL PLANNING COMMISSION MEETING HELD,  
MONDAY, SEPTEMBER 15, 2008 – 6:30 P.M. – ROCKVILLE CITY HALL**

The meeting was called to order by Chair Toni Honer. Roll call was taken and the following members were found to be present: Chair Toni Honer, Jerry Tippelt, Vern Ahles, Steve Dietman, Dale Borgmann & Dan Hansen. Absent Jerry Bechtold

Staff members present were: Billing Clerk/Administrative Assistant Judy Neu.

Others present: Ed Karls, Chuck Johannes, Tim Backes, Jim, Sherri & Sam Howe.

**APPROVAL OF AGENDA/AMENDMENTS – Motion by Member Borgmann, second by Member Hansen, to approve the agenda as presented. Motion carried unanimously.**

**APPROVAL OF MINUTES 08/12/08 – Motion by Member Ahles, second by Member Borgmann, to approve the minutes of 08/12/08 as presented. Motion carried unanimously.**

**NEW BUSINESS**

**MARY IMMACULATE CONCEPTION CHURCH SITE PLAN APPROVAL:** Ed Karls reported that Mary Immaculate Conception Church is looking for an approval on the expansion to the front entrance of the church.

Chair Toni Honer reported the following written/oral report.

**STAFF REPORT**

RE: SITE PLAN APPROVAL

76.42240.025 Owners: Mary of Immaculate Conception Church  
Property Address: 103 Broadway Street West

**REQUEST**

Approval to add meeting area to the front of the structure and install an elevator

**RELEVANT INFORMATION**

1. Property is zoned B1.
2. Property is mostly impervious at present, but there is no specific requirement at this time.
3. Property is located within 300' of the Mill Creek and Sauk River.

**RECOMMENDATION**

1. City engineer recommends that since most of the property is impervious:
  - No mow in Ditch between the parish house and church or
  - Create a buffer in this same area or
  - Rain Garden in the SW corner
2. With any construction project that disturbs vegetation proper erosion prevention and sediment control BMP's should be implemented during and after construction (i.e. place silt fence and/or bio-rolls on down gradient sides of disturbed areas and stockpiles, and re-seed/sod all disturbed areas as soon as possible.)

Member Tippelt questioned the setback from County Road 82 and the concern on the visibility off of Mill Street.

Ed Karls explained that the sidewalk and curb is 18'4" plus the property line of 1'6".

Member Ahles explained that the church won't be any closer to the County Road 82 than some of the other businesses that butt up to an intersection.

Member Hansen questioned the recommendation from the City Engineer:

3. City engineer recommends that since most of the property is impervious:
  - No mow in Ditch between the parish house and church or-it **should be mowed because it makes it look like part of the yard.**
  - Create a buffer in this same area or Rain Garden in the SW corner-no **buffer it would look better with a rain garden.**

***Motion by Member Hansen, second by Member Borgmann, to recommend approval to the site plan and for the church to look at the City Engineer recommendations. Motion carried unanimously.***

**J & T EXPRESS INC SITE PLAN APPROVAL:** Tim Backes reported that J & T Express Inc. would like to build a building in the Prairie Industrial Park. The warehouse area is 60' x 80' and the office area is 40' x 40'. What this building would be used for is to transfer merchandise from semi trucks to small trucks for delivering to different sites. This location would be more less a transfer site.

Member Hansen questioned if there would be granite on the front of the building.

Tim Backes stated that there will be 4' of brick on the office part but would check with the owner to see if they would be willing to put granite on it.

Chair Honer questioned how many employees.

Tim Backes stated that currently they have 4 employees but is not sure if they are looking at hiring anymore.

Chair Honer questioned if it would be just employees that will be there or is it where people could pick up there merchandise.

Tim Backes explained that "no" it is just employees and the merchandise is sent out by trucks.

#### **STAFF REPORT**

Re: SITE PLAN APPROVAL  
 76.42146.803: Owners: J & T EXPRESS  
 Property Address:  
 Legal Description: Lot 3, Block 2, Prairie Business Park

Construction Requests:

1. Construct new building to house semi's.
2. The front of said structure will have 4' of granite.

Relevant Information:

1. This property is located within the I-1 District.
2. Property contains 3.110 acres

Recommendations:

1. The sewer and water services to the building should be shown on the site plan. Public Works should approve all materials used beyond the ROW line and observe/inspect utility installation.
2. Site grading must conform to the attached approved Prairie Business Park grading plan. My understanding is the grading shown on the approved PBP ("re-plat" of Prairie Industrial Park) grading plan would be accomplished on a lot by lot basis. It appears the current J&T Express grading plan doesn't include provisions for the drainage swales on the west lot line and east side of the lot. Also, the first floor elevation should be verified that it complies with the grading plan.

3. Provide proper erosion prevention and sediment control BMP's during and after construction (i.e. place silt fence and/or bio-rolls on down gradient sides of disturbed areas and stockpiles, provide erosion control blanket in the bottoms of drainage swales/ditches, re-seed all disturbed areas as soon as possible). This should be shown on the grading plan.
4. The City Building Official (with the assistance of City Engineer as necessary) should verify proper site grading and establishment of permanent erosion control measures prior to issuing CO, or release of security (an option that allows the issuance of the CO prior to erosion control/ turf establishment approval is to require an erosion control monetary security that would be released upon approval of grading and turf establishment - turf won't likely be properly established until spring of 2009 at this point).
5. Verify ordinance and/or developer agreement requirements for paved driveway/parking area. It appears all driveway/ parking surfaces on the site plan are proposed as gravel.

***Motion by Member Hansen, second by Member Borgmann, to recommend approval of the site plan as presented. Motion carried unanimously.***

**STORMWATER/ShORELAND ORDINANCE APPROVAL:**

Discussion was held on feedlots and boat houses.

***Motion by Member Ahles, second by Member Borgmann, to recommend adopting the Stormwater and Shoreland Ordinance as presented. Motion carried unanimously.***

**DISCUSSION ON WIND TOWERS:**

Chuck Johannes reviewed Kandiyohi County wind tower (turbine) ordinance and his changes to this ordinance would be:

- Change the Communication Towers from 2 miles to 1 mile
- Add to the ordinance to allow communication to be attached to wind turbine
- Dwellings- (Wind Turbine-Commercial WECS) add 1.5 x total height
- No dwelling shall be constructed within ~~700~~ feet 500 feet
- Rotor blades or airfoil must maintain at least ~~42~~ feet 35 feet
- If wind tower (turbine) is abandon-have a plan in place for removal
- Communication tower operators within 1 mile of the proposed WECS location

Chair Honer request that the City Attorney reviews this draft ordinance.

**RESCHEDULE PLANNING COMMISSION MEETINGS:** Chair Honer asked for approval to change the 11/11/08 meeting date to 11/10/08 due to City Hall being closed on Veterans Day.

***Motion by Member Ahles, second by Member Hansen, to approve the change of the 11/11/08 meeting date to 11/10/08 and provide proper postings. Motion carried unanimously.***

**OLD BUSINESS-**There was none.

**ADJOURNMENT – *Motion by Member Borgmann, second by Member Ahles, to adjourn the meeting at 7:36 p.m. Motion carried unanimously.***

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**JUDY NEU**  
BILLING CLERK/ADMINISTRATIVE ASST

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**TONI HONER**  
CHAIR