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To: Planning and Zoning Commission Members

From: Kenneth Garrett, Zoning Administrator

Date: July 7, 2022

RE: Special Use – Off Site Parking Lot

Hearing Date: August 24, 2022 at 6:00 p.m.

REQUEST:

This request is to install an off street parking area at the corner of Poplar Grove Roads and Orth for the Tamayo Trucking Company. The unimproved property is zoned GB and R-1 (see attached map). PIN #04-31-300-020.

In accordance with the Village's GB Zoning district off street parking areas are only allowed by Special Use. The applicant is requesting to create a parking lot of approximately 20 truck/trailer parking spaces. The spaces are approximately 15 feet wide and 75 feet deep. The property is located in a predominantly agricultural area. There is a proposed future building of approximately 4400 square feet. The building if and when constructed is designed for storage of vehicles only. The parking lot will be constructed to the village requirements. See Village Engineer Chris Dopkins comments regarding parking areas and drainage. Since the proposal is considered a site development, compliance with landscaping, fencing, parking and lighting is required per the zoning code 8-10. The property will be improved with two light standards of approximately 25 feet in height. See site plan for location of the lights, proposed building and landscaping. A six-foot fence is being proposed as well for security purposes.

Vehicles being parked on the site are mostly dump trucks and larger vehicles. Primarily used in the construction industry. The operation of the business is not designed to operate into the evening where truck traffic will occur at all hours of the day and night. The applicant indicated typically the end of the day is approximately 5:00 pm and the start of the day is around 7:00 am. The vehicles being parked are only for the purpose of the applicant. No subleasing of parking areas shall take place. Some vehicles are owned by the applicant while others are leased.

It was discussed with the applicant to rezone the property to all GB instead of having pieces of R-1. They have decided not to rezone the property. It is my recommendation to have all of the property zoned GB.

The proposed future building location complies with the building setbacks, lot area and lot width.

Landscaping

The landscape plan includes a buffer zone to separate the R-1 zoning district from the GB zoning district. The landscape plan shall include the proposed future building. The street frontage and the paved area due to its proximity to the front of the property is within ten feet of the right-of-way and meets both of those requirements. The calculation utilized for the frontage is based on the area being improved versus the entire parcel. The parking area consist of 392 feet of frontage compared to 798 feet of the total frontage. In essence, 406 feet of frontage is unimproved. The civil drawing indicates just the parking area has been addressed for meeting the landscaping requirements. It is my recommendation, to include the area from Orth Road to the parking area.

This adds approximately 92 feet to the frontage along Poplar Grove Road which will require additional frontage of landscaping as well as along Orth Road. The landscape Plan will need to be adjusted accordingly.

The required buffer area separating the GB from R-1 appears to be compliant based upon the area being improved. If the plan commission decides that all R-1 areas need to be buffered including the unimproved portion, then the buffer plan will need to be modified to include that area. The buffer yard is 50 feet wide which is the maximum required by the zoning code.

The existing access and culvert are being removed and relocated. The paved area is approximately 49,624 square feet which requires 60 points per 10,000 square feet. This was rounded up to 50,000 square feet total, which requires 300 points. The current point total is 298. Add additional landscaping to meet the minimum of 300 feet. Provide additional landscaping to meet the developed lot criteria. 10 points per 1000 square feet of building foot print.

Fencing

The proposed fencing encloses the parking area and has a gate at the entrance off of Poplar Grove Road. The gate is 6 feet in height and the material is chain link. The fence ordinance limits fences in the front yard setbacks to be no greater than 4 feet in height. In theory, this fence would be in the required front yard when the building is constructed. The fence's purpose is more for security than a privacy fence. It would be reasonable to allow the fence to be installed as presented on the plans.

Parking

Recommendation: The parking of vehicles shall be limited to those under the control of the applicant. No subleasing to other vendors shall be allowed. Vehicles shall be limited to construction type use vehicles. No semis or similar vehicles shall be allowed on this site.

Lighting

The lighting plan shall address the following items:

- a) Submit a cut sheet of the lighting pole and fixture (2)
- b) Illumination shall be 0.0 at the property line. The photometric plan indicates 0.1.

- c) The maximum average lighting shall not exceed 2.4 foot candles. Provide the calculation.
- d) The orientation of the lighting shall not be visible from a property located within a residential zoning district.

Should you have any questions regarding this report feel free to contact me at your convenience.

Respectfully Submitted,

Kenneth Garrett
Zoning Administrator – Village of Poplar Grove