



City of Newport

Commercial & Industrial Development Guide

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Newport City Hall
596 7th Avenue
Newport MN 55055
Telephone 651-556-4601
www.ci.newport.mn.us



CITY OF NEWPORT

596 7th Avenue
Newport, Minnesota 55055
(651) 459-5677
Fax: (651) 459-9883

Dear Developer,

On behalf of the City of Newport, I would like to invite you and your company to look at the City as the new home for your development. Newport is a great place for your company to invest in for many reasons.

Newport is rich in history as it is considered to be the second-oldest settlement to begin along the Mississippi River. From a regional perspective, Newport enjoys a convenient location in the thriving east metro area and is served by a number of transportation modes, which includes I-494, Highway 61, the Canadian Pacific Rail Line and the River. The recent improvements to Highway 61, I-494 and the Wakota Bridge have brought the City to the forefront and created numerous development/redevelopment opportunities.

Newport is conveniently located just 15 minutes southeast from Minneapolis and St. Paul along the Mississippi River and offers a great advantage for businesses as it is located at the intersection of I-494 and Highway 61. Its proximity also makes it close to the Minneapolis St. Paul International Airport and St. Paul Downtown Airport, as well as the Mall of America. There are several properties within Newport that have great visibility from one or both of these roadways. The City has several redevelopment policies such as TIF and abatement to assist with your project. Please contact the City to learn more about these policies.

Currently, the City is in the process of identifying opportunities for redevelopment and believes that it has several available properties for your company. The newly opened bus transit station off of Maxwell Avenue and I-494 is expected to catalyze an estimated \$86 million investment with high density multi-family housing, office space, retail and more. The transit station is a critical stop on the Red Rock Corridor, which stretches 30 miles from Hastings to St. Paul. It is also anticipated that the City, along with neighboring communities such as Woodbury and Cottage Grove, will experience an increase in residential population in the upcoming years.

The City feels that it is a great location for your company and looks forward to hearing from you. If you have any questions, please feel free to contact me at (651) 556-4600 / dhill@newportmn.com or Kathryn Paulson at (651) 202-2820 / kpaulson@wchra.com.

Sincerely,

Deb Hill
City Administrator
City of Newport

COMMERCIAL AND INDUSTRIAL DEVELOPMENT GUIDE
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CONTACT INFORMATION

**City of Newport
651-459-5677
596 7th Avenue
Newport, MN 55055**

Hours: 8:00 a.m. to 6:00 p.m., Monday through Thursday

City Departments

City Hall, General Information..... 651-459-5677
Administration..... 651-459-5677
Deb Hill, City Administrator 651-556-4600

Building Permits
Renee Helm, Executive Analyst 651-556-4601
Building Inspections
Cottage Grove 651-458-2804
Electrical Inspections
William Dietrich 651-493-1599

Public Works 651-459-2475
Bruce Hanson, Superintendent 651-556-4590

City Engineer
Jon Herdegen 612-548-3124

City Planner
Sherri Buss..... 651-292-4582

Police Department
Non-Emergency 651-459-9933

Emergency 9-1-1

Sewer and Water
Billing 651-556-4602
After Hours Emergencies..... 651-439-9381

Utilities Cont'd

Gas and Electrical Services, Xcel Energy
Electric Emergency/Outage 1-800-895-1999
Gas Emergency 1-800-895-2999
Set up Service 1-800-895-4999

Cable
Comcast..... 651-266-2278

Telephone
Comcast..... 866-950-4166
Century Link..... 1-877-744-4416

Washington County

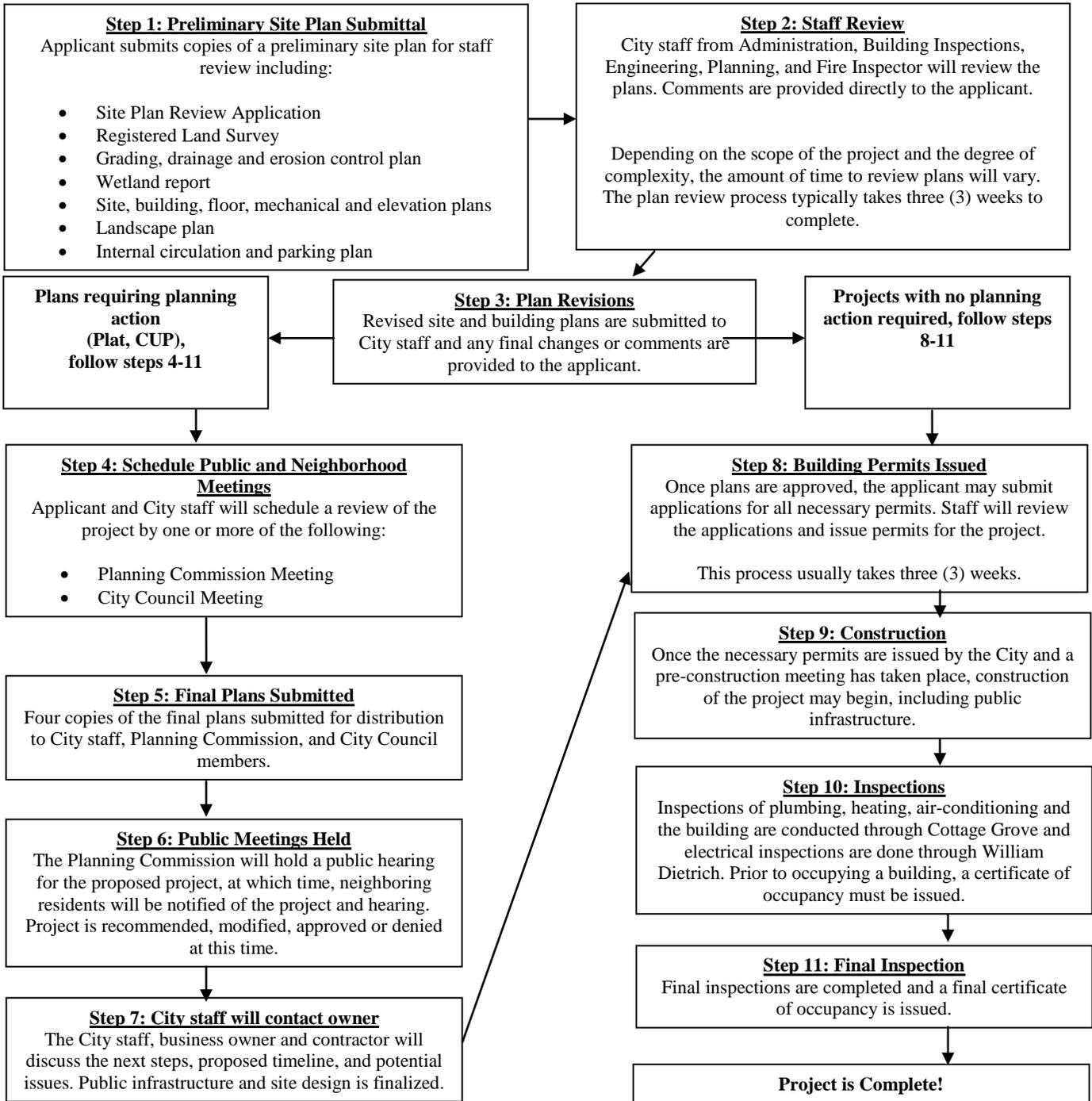
Government Center, Stillwater 651-430-6000

Utilities

Refuse and Recycling
Advanced Disposal 651-487-8546
Allied Waste 651-455-8634
Aspen Waste 612-884-8000
Highland Sanitation 651-458-0043
R & M Sanitation..... 651-735-4025
Tennis Sanitation 651-459-1887
Troje's Trash Pick-Up 651-459-8223
Waste Management..... 952-656-2083

COMMERCIAL AND INDUSTRIAL DEVELOPMENT PROCESS

Commercial and Industrial Development Review Process



SERVICES OFFERED BY THE CITY

Administration Department 651-459-5677

- Site identification and current demographic information
- Identify incentives for major industrial projects
- Staff/Development meetings for multi-party review of development projects
- Assist commercial and industrial businesses, developers, and contractors with questions regarding zoning requirements, preliminary and final platting (subdivisions), conditional use permits, rezonings, etc.
- Building code plan review

Planner 651-292-4582

- Assist commercial and industrial businesses, developers, and contractors with questions regarding zoning requirements, preliminary and final platting (subdivisions), conditional use permits, rezonings, etc.
- Reviews planning requests and provides recommendations to the Planning Commission and City Council

Building Inspections Department 651-458-2804

- “Walk-through” of existing buildings with owner/potential buyer to determine code issues
- Protective inspections of construction work
- Assist commercial and industrial businesses and contractors with questions regarding building codes
- Review plans and issue building permits

Engineering Department..... 612-548-3124

- Assist owners on traffic issues including driveway accesses and site circulation
- Determine sanitary sewer and water service availability
- Assist with storm water management and storm water quality requirements
- Assist with erosion control practices and monitor sites for grading and improvements during plan review and construction
- Provide as-built plans - utility and grading

What is a permit?

The City of Newport is dedicated to providing safety to its community, and in doing so, ensures that all construction is done properly so that all buildings are safe and meet building code regulations. The Building Department administers these laws through the issuance of permits and by performing inspections. In applying for a permit, the applicant agrees to follow all City codes and agrees to inspection by the City. Receiving the permit is authorization to begin work.

The City’s building code provides minimum standards in regards to materials, use and occupancy, location and maintenance of all structures. The City will review the construction plans and complete inspections in order to assure these standards are achieved.

When are permits required?

The City currently has several permits that are required for the projects listed below. Permit applications can be found in Appendix E, on the City’s website, or at City Hall.

- New commercial and industrial buildings
- Additions, remodeling, structural alterations, and accessory structures
- Demolition of buildings or structures
- Electric, new circuits and equipment
- New or replacement of water or sewer services
- Paving or Parking Lot Repairs
- Sign Installation
- Windows
- Mechanical
- Plumbing
- Excavation and/or obstruction within City right-of-way and/or public easement, including street crossings
- Reroofing
- Residing
- Storage Buildings
- Filling, grading or excavating land, including impacts to wetlands

Plan Review Process

The plan review process is used to verify that construction documents comply with the zoning ordinances, building codes, and other ordinances enforced by the City. A building permit application must contain drawings and specifications that completely and properly illustrate the project.

After the plan review process is completed, City staff will identify any deficiencies, in writing, to the applicant. Depending upon the specific project needs, plans may be reviewed by the Fire Inspector, City Engineer, Building Official, and Planning Consultant.

All site and construction plans submitted to the City are considered part of the authorization granted by the City to the applicant. Once the plan has been approved **no changes, modifications, or alterations shall be made to any plan without prior submission and approval of a modified plan.** Depending on the scope of the project and the degree of complexity, the amount of time to review plans will vary. The plan review process typically takes three (3) weeks to complete. Building fees can be found in Appendix D of this guide.

Platting is a necessary step for some commercial and industrial projects that require creation of a new parcel. Fees for the preliminary and final platting process are summarized below. If the project requires platting (subdivision) or a conditional use permit, a public hearing before the Planning Commission followed by formal action of the City Council is also required.

- Major Subdivision Preliminary Plat \$500 plus escrow
 - Plus per lot \$50
 - Final Plat \$200

Permit Applications

You may apply for a building permit at City Hall, 596 7th Avenue, or through mail. City Hall is open Monday through Thursday, 8:00 a.m. – 6:00 p.m. The City currently outsources building inspections to the City of Cottage Grove and electrical inspections to William Dietrich. Please contact the Building Department at (651) 458-2804 and William Dietrich at (651) 493-1599 to schedule an inspection. The application for a permit may be submitted by the owner of the property or by the contractor who will be performing the work. City staff will identify what inspections need to take place for the project when you pick up your processed application.

Permit Timeline

Work must begin within 180 days of the permit being issued. Work must be continuous until completion. Abandoning work for more than 180 days will cause the permit to become null and void. Time extensions may be granted in certain circumstances.

Certificate of Occupancy

No building or structure may be occupied or used until a certificate of occupancy has been issued. A certificate will be issued once the final inspection of a project is completed and approved. The certificate indicates that the building and the use appears to comply with all applicable codes. If a change of occupancy or use takes place in the future, a certificate must be obtained before occupying the building. A certificate of occupancy is currently \$50.

APPLICABLE CODES FOR COMMERCIAL AND INDUSTRIAL PROJECTS

Zoning Ordinance

City staff will review the project plans to verify compliance with zoning requirements pertaining to the proposed use, amount and location of parking, loading docks, building setbacks, landscaping, exterior storage, and the overall design of the project. You can find information pertaining to this in the following sections of the Zoning Code:

- Section 1300 – General
- Section 1310 – Administration and Enforcement
- Section 1320 – Nonconforming Uses, Lots, and Structures
- Section 1325 – Antennas and Towers
- Section 1330 – General District Regulations
- Section 1340 – Residential Districts
- Section 1350 – Nonresidential Districts
- Section 1360 – Planned Development District
- Section 1370.01 – 1370.08 – Special Zoning Overlay Districts
- Section 1371 – Storm Water Management
- Section 1380 – Signs
- Section 1390 – Alternative Energy Systems

General Regulations and Provisions

Please see Appendix A to view regulations and provisions for all commercial and industrial districts within the City such as traffic and parking, fencing and landscaping, building restrictions, and loading docks.

Conditional Use Permit

Certain designated uses may require a conditional use permit. After submitting a completed application and support information, a public hearing is scheduled through the Planning Commission. Minnesota law requires that a ten (10) day public notice be given before the hearing is held. The City Planning Commission will conduct the public hearing and forward its recommendation to the City Council. The City Council will make the final decision on whether or not to approve the conditional use permit.

Along with the conditional use permit application, the following must be submitted:

- A site plan showing the location and extent of the proposed building, parking, loading, access drives, landscaping and any other improvements;
- A map or plot showing the property in question and all property within five hundred (500) feet of the boundaries of the property in question;
- The names and addresses of the owners of record of all property within five hundred (500) feet of the boundaries of the property in question;
- Any other information required by the Zoning Administrator, Planning Commission or City Council.

For more information on conditional use permits and the application process, please contact the City Administrator.

Fire Code

Please see Appendix B to view the City's Fire Code. The Fire Inspector will review the project plans to ensure compliance with the Code.

Sign Ordinance

Prior to the installation, replacement, or repair of a sign, completion of a sign permit application is required. The following information must accompany the sign permit application:

- Location of the sign in relation to all other structures and property lines
- Specifications such as size, material, kind
- Construction method
- Plans showing attachment of the sign to a building or ground placement
- Possible structure engineering calculations

Please see Appendix C to view the Sign Ordinance.

Service Availability Charge (SAC)

Since 1973, the Service Availability Charge or SAC unit fee has been charged by Metropolitan Council Environmental Services (MCES) for the cost of new connections, interceptors, and treatment plants. The Metropolitan Council is the state-designated owner and operator of sanitary sewage treatment in the seven-county metropolitan area and has delegated responsibility to the City to collect SAC fees. The SAC funds collected pay for the debt incurred to expand and improve sewer treatment and interceptor facilities.

Commercial and industrial SAC units are based on building floor plan square footage and type of usage (i.e. manufacturing, warehouse, retail, office). Please contact the MCES at (651) 602-1378 for assistance in determining your business SAC units.

Waste and Recycling Receptacles

All waste and recycling receptacles must be stored within the principal structure or within an accessory structure which is enclosed by walls six (6) feet in height and with doors that close. Exterior wall treatment for enclosures shall be similar in color and materials and/or complement the principal structure.

Outside Storage

All outside storage of equipment, materials, or vehicles shall be completely screened from the eye-level view of adjacent residential property and public streets, and from the public front and office sides of business and industrial uses, subject to the following conditions and exceptions:

- A. Temporary, daily parking of vehicles, for a period of no more than forty-eight (48) consecutive hours, for employees or patrons of a business, need not be screened in side and rear yards adjacent to other business or industrial uses, but shall be completely screened from residential uses. In front yards, all such vehicles need to be screened to a height of three (3) feet. Any vehicle parked for more than forty-eight (48) consecutive hours shall be completely screened from the eye-level view of adjacent residential property and public streets, and from the public front and office sides of business and industrial uses.
- B. Any outside storage or display of vehicles for sale, rent, or lease shall be by Conditional Use Permit only as governed by this Chapter, and shall include only operable new vehicles or operable used vehicles in good working order and of good appearance.
- C. Open storage of any kind shall be prohibited in any required front, side or rear yard setback.
- D. Overnight storage of perishable goods shall be allowed only within a completely enclosed permanent structure.

Grading

No site will be developed and no use permitted that results in water runoff causing flooding, erosion, or deposit of minerals onto adjacent properties. Drainage plans must demonstrate that runoff is properly channeled into a storm drain, ponding area, or other public facilities.

Once a grading plan is approved, no modifications in grade, erection of retaining walls or other such actions are permitted unless reviewed and approved by the City Engineer, Superintendent of Public Works and City Administrator.

All projects that involve site grading of one or more acres of land are required by Federal law to obtain a permit through the Minnesota Pollution Control Agency. This permit is a requirement of the 1987 Amendments to the Federal Clean Water Act.

Special Districts

The City is responsible for adopting and enforcing regulations regarding development in special districts such as floodplains, blufflands, and along the Mississippi River. Please see Appendix F to view regulations regarding these districts.