

**MINUTES  
CITY OF DELANO  
PLANNING COMMISSION  
Monday, November 10, 2008  
7:00 PM**

**1. CALL TO ORDER**

The Chairman, Paul Stansberry called the Regular meeting of the Delano Planning Commission of Monday, November 10, 2008, to order at 7:00 p.m.

**2. ROLL CALL**

**Members present:** Paul Stansberry, Chairman  
Steve Williams, Vice-Chairman  
Leon Zeug, Secretary  
Lars Impola, Commissioner  
Howard Glas, Commissioner  
Jon Krieg, Commissioner  
David Kenison, Commissioner

**Also Present:** Marlene E. Kittock, City Clerk  
Alan Brixius, City Planner, Northwest Associated  
Consultants  
Holly Schrupp, City Council Liaison  
Jamie Madsen, AV Technician

**3. APPROVAL OF AGENDA**

Motion by Steve Williams, seconded by Leon Zeug to approve the agenda of the Regular meeting of the Delano Planning Commission of Monday, November 10, 2008, as submitted. Motion Carried 7-0

**4. MINUTES**

**A. Minutes of the Planning Commission for October 13, 2008.**

Motion by Jon Krieg, seconded by David Kenison to approve the Minutes of the Regular Planning Commission Meeting of Monday, October 13, 2008 as submitted. Motion Carried 6-0 Steve Williams abstain

**5. PUBLIC HEARING**

There was none.

**6. NEW BUSINESS**

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**A. Site and Building Plan review for the building at 507 Kelsey Street purchased by David Kotula of Sensors Incorporated.**

Alan Brixius reviewed his Planner's Report of November 5, 2008, reviewing the site and building plan for 507 Kelsey Street purchased by David Kotula of Sensors Incorporated. The property is zoned I-2 for General Industry; the lot is 2.4 acres and currently has a 6195 sq ft bldg. Originally approved in 1998 with a site and building plan review, a Conditional Use Permit (CUP) to allow loadings areas in the front of the building, a CUP to allow an exception to the City's building type and material standards and a variance for the parking standards for parameter curbing.

David Kotula's present application is for a 1940 square foot building expansion on the south end of the existing building to be used for storage and a conference room. The application also includes areas for an office and lab. The site plan does meet lot and building setback requirements; as the building and parking area occupy about 21% of the property.

The applicant is making exterior building changes that are consistent with the approved CUP for the property. The two overhead doors are being replaced with a canopy entrance and additional windows. The 1,940 sq ft addition will also have an overhead door on the south end. The exterior building changes will match the existing metal panels, brick wainscot, and roof lines. This is also consistent with the original approved CUP.

The existing parking lot is compliant but will need to be re-stripped for the 23 parking stalls and 2 handicapped parking stalls. Staff recommends the approved parking lot curbing be applied to the current building expansion. The 33 ft access drive for deliveries is adequate for this site and its proposed use. The applicant is expanding the pavement 30 feet south of the existing parking lot to provide access to the new storage area accessible by employee vehicles, deliveries and garbage trucks. The existing conditions of the site will not change dramatically and no additional landscaping is recommended. A photometric plan illustrating the lighting contours will need to be submitted and approved by the city.

The City Engineer comments were also included in the Planners Report. The previous site plan approval of an oversized storm water drainage pond in the southwest corner of this site is adequate size for this expansion even with the. Some pond maintenance will be required to clean out the pond outlets but any site grading will be minimal. All drainage must be directed to the existing stormwater pond. All erosion control and site restoration shall comply with the on site inspection and recommendation of the City Engineer. New SAC/WAC charges will be calculated with the new building permit due to the conversion of the warehouse space.

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Staff agrees with the applicant's request to maintain the past approvals for a CUP allowing loading areas at the front of the building, a CUP allowing an exception to the City's building type and material standards, and a variance from parking lot curbing, subject to the terms and conditions of the Planner's Report dated November 5, 2008.

Jon Krieg questioned the parking stall ratio calculations. David Kotula stated that he has 8 employees and 18 parking stalls.

Paul Stansberry asked David Kotula if he had any issues with the lighting of the parking lot or parking stalls themselves. David Kotula said he did not have any concerns and that the existing lighting in the bump out areas has no proposed changes. David Kotula asked for clarification for the photometric lighting plan; Alan Brixius stated that the cut sheets should be submitted for review by the Planning Committee.

Leon Zeug questioned the maintenance of the storm water pond and whether the pond is public or private responsibility. The City Engineer comments were that some minor maintenance to the ponds would be necessary. Marlene E. Kittock stated the City of Delano does not have easement access to the pond; the responsibility of the pond would be the property owner(s).

**Motion by Steve Williams, seconded by Howard Glas to recommend approval of the request for a Site and Building Plan review for the building at 507 Kelsey Street purchased by David Kotula of Sensors Incorporated. Motion Carried 7-0**

**B. General Discussion regarding City initiated amendments to the City's Zoning Code regarding reference to Manufactured Homes and General Performance standards regarding Metal Roofs.**

Scott Dornfeld, City Building Official, identified the City of Delano Zoning Ordinance Section 51.03 Subd C3 establishes the general building and construction standards for single family homes. These minimum standards were established to avoid the introduction of a single wide manufactured home into an established single family neighborhood.

In review of this section item (4) "All single family structures shall be built in conformance with Minnesota Statue 327.31 to 327.35 of the State Building Code as adopted in the State of Minnesota" Dornfeld recommended that the reference to the statute be removed.

Discussion was initiated referring to the metal roof material for businesses and homes. Dornfeld indicated that standards will need to be addressed within the City of Delano

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Zoning Ordinance as corrugated roofing and siding with dull galvanized finishes are not aesthetically compatible with the current neighborhoods.

Since these items were recognized after the publication deadline, Staff is recommending that this issue be scheduled as a public hearing by the Planning Commission for further zoning amendment discussion.

**7. OLD BUSINESS**

There was none.

**8. UPDATES AND FUTURE LAND USE DEVELOPMENT APPLICATIONS**

There was none.

**9. COMPLIANCE WITH COMPREHENSIVE PLAN**

There was none.

**10. ADJOURNMENT**

**Motion by Jon Krieg seconded by Paul Stansberry to adjourn at the meeting of the Delano Planning Commission meeting of Monday, November 10, 2008, at 8:00 p.m.**

There being no further business to discuss the regular meeting of the Delano Planning Commission meeting of November 10, 2008 was adjourned at 8:00 p.m.

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Paul Stansberry, Chairman

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Leon Zeug, Chairman

ATTEST:

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Marlene E. Kittock, City Clerk