

**MINUTES
CITY OF DELANO
PLANNING COMMISSION
Monday, August 9, 2010
7:00 PM**

1. CALL TO ORDER

Vice Chairman, David Kenison, called the regular meeting of the Delano Planning Commission of Monday August 9, 2010, to order at 7:00p.m.

2. ROLL CALL

Present: David Kenison, Vice Chairman
Lars Impola, Commissioner
John Beussman Commissioner
Amy Johnson, Commissioner

Absent Jon Krieg, Chairman
Leon Zeug, Secretary
Howard Glas, Commissioner

Also Present: Marlene E. Kittock, City Clerk
Alan Brixius, Northwest Associated Consultants
Betsy Stolfa, Council Liaison

3. APPROVAL OF AGENDA

Motion by John Beussman, seconded by Amy Johnson to approve the agenda for the regular Planning Commission meeting of Monday, August 9, 2010. Motion Carried 4-0.

4. MINUTES

There was none.

5. PUBLIC HEARING

- A. A public hearing is scheduled to take public comment on consider a request from LBS Enterprises LLC dba Industrial Louvers Inc. to: 1) petition for annexation 2) rezone the property located adjacent to 511 South 7th Street R-A Rural/Agricultural to I-2 General Industrial District 3) Site Plan Review as regulated by Section 51.02, Subd. F of the Delano Zoning Code in accordance with the City's Zoning and Land Use Code Chapter 51, and 4) an Administrative subdivision to consolidate two lots into one in accordance to the City's subdivision ordinance O-03-05, Section 6, for the properties legally described as Franklin PID Number 208-200-132116 Delano PID Number 107-500-132102**

**MINUTES
CITY OF DELANO
PLANNING COMMISSION
Monday, August 9, 2010
7:00 PM**

Alan Brixius reviewed his report dated August 5, 2010 regarding the request of LBJ Enterprises LLC aka Industrial Louvers, for an 25000 square foot expansion onto the existing building at 511 7th Street So. The adjoining lot is 39,476 square feet and is proposed to be consolidated with the existing parcel. However this parcel lies outside the city limits

The site is located with the City's designated growth area and the site is surrounded by the city. The Delano Comprehensive Plan guides this annexation parcel for industrial land use which is consistent with the adjoining properties to the south and east. The annexation parcel is proposed to be combined with the balance of the industrial louvers property to allow the in-place expansion of one of the City's existing industries. The annexation parcel, through the lot combination, will have access to City streets and utilities via 7th Street. The proposed 25,000 square foot building addition will not overtax city streets or utilities. The property owner will be responsible to provide needed utilities to the site. the applicant has provided a site plan and proposed use consistent with Delano- I-2 zoning.

The applicant is requesting a change in zoning to I-2. The parcel is being connected to an existing I-2 parcel to accommodate the in-place expansion of an existing Delano industry. The industrial zoning is consistent with the Delano Comprehensive Plan Land Use Plan and policies that promote industrial growth. The proposed use would be consistent with neighboring industrial and commercial land uses. There is an adjoining residential parcel remaining in the Township that must be considered in site design to mitigate compatibility.

To accommodate the proposed development, the newly annexed property must be combined with the existing Industrial Louvers property. The subdivision should also include a land trade between Industrial Louvers and the City that was approved in 2007 with the construction of the 9th/7th Street realignment. The end result of the subdivision is the creation of a single lot that accurately displays the lot boundaries, dimension, and necessary easement.

The plat is required to provide utility easements along all lot-lines. Utilities serving the property are located within 7th Street. The utility plan shows an extension of an eight inch dead-end water main water main along the south side of the building to serve the new addition and to provide a hydrant for fire protection for both Industrial Louvers and Landscape Structures. The water main is located on Landscape Structures' land. A 15 foot easement is proposed over this water main. The city engineer shall approve the width of this easement.

The dead-end water main has been reviewed and approved by both the city and Delano Municipal Utilities. The city will also investigate alternatives for providing a looped ware service that will serve these properties and adjoining properties to the west. While there is no definite plan and schedule for looping the water main, staff recommends establishing sufficient property line utility easements to accommodate future needs. In this respect, we are recommending as a condition of subdivision approval, a 20 foot utility easement along the side and rear lot lines.

**MINUTES
CITY OF DELANO
PLANNING COMMISSION
Monday, August 9, 2010
7:00 PM**

The utility plan also shows an underground electrical utility that generally follows the north property line. This was installed without easements. Ideally, this municipal utility should be covered by an easement. Industrial Lovers does not want to grant a utility over the current line due to its location away from the property line. An easement at this location would interfere with future proof of parking improvements or limit future building expansion. An alternate to establishing an easement is the property owner granting Delano Municipal Utilities right of access to the utility line for maintenance and having this utility be relocated into the lot line easement if required to accommodate building expansion, expansion of the parking lot, or in conjunction with a City water looping project.

The zoning is consistent with adjoining 7th Street properties and the City's Long Range Land use Plan.

Manufacturing uses such as a paint line are permitted in the I-2 Zoning District.

The new addition meets all the required setbacks. The existing building does not meet front yard setback as this requirement is 30 feet and the building is 29.6 feet.

The exterior building material meets I-2 District Standards. The proposed building will be built into a slope along the west property line. This design results in a building height of 23 feet along the south elevation and 16 feet on the west elevation. The proposed building height is compliant with I-2 standards.

Construction drawings will need to illustrate all rooftop or ground mounted equipment and these shall be screened or painted to match the building. all mechanical equipment shall be sited to avoid directing noise or exhaust toward the single family house to the northwest. The new addition will house an automated metal finishing line. To limit air emissions, the applicant will install the following. 1) highly versatile electrostatic ultra-high speed rotational atomizer spray heads for improved paint transfer efficient, 2) Fully enclosed paint booths and ovens to capture virtually all paint emissions, 3) High efficiency air filters in the paint booths to control over 98 percent of the particulate overspray, 4) thermal oxidizer. The thermal oxidizer is to be located on the west side of the building. This device is to reduce volatile organic components (VOC) concentration in the air exhaust from the paint booths and bake oven. This device differs from an incinerator. According to the information provided by the manufacturer, the oxidizer will destroy 98 percent of the VOCs in the air before they are exhausted. This will allow the facility to be compliant with the MPCA standards and permits.

A defoliation permit will be required to remove the existing accessory building. Trash enclosures shall be constructed of materials that match the principal building and no dumpsters shall be stored outside without screening. Some exterior storage is present on the south side of the building which must be moved inside with construction of the new addition. Parking stall shall not be utilized for storage.

The exterior lighting plan is consistent with the city's lighting standards.

**MINUTES
CITY OF DELANO
PLANNING COMMISSION
Monday, August 9, 2010
7:00 PM**

Staff suggests that the fire lane be shifted closer to the addition in order to avoid damage to the tree line that separates the industrial use from the residential township home. The applicant shall provide a plan for the restoration of ground cover for all areas of the lot disturbed through grading or construction. If the north parking lot is expanded in the future, the city will require a landscape plan that screen the parking lot from adjoining streets.

The project requires 128 parking stalls. Currently the applicant controls 92 stalls or 71 percent of the required parking. There is sufficient land area to provide additional parking if needed. Staff recommends administrative approval of the proof of parking subject to the following: The applicant shall construct additional on-site parking upon written notice from the city that the parking demand exceeds the available parking. No parking shall be permitted on 7th Street, landscaped areas, driveway, or undesignated parking areas. Future parking shall be designed to meet all city zoning performance standards.

The applicant proposed to utilize a shared driveway with Landscape Structures. This arrangement is acceptable provided that a copy of the recorded joint access easement is filed with the city. Staff also recommends that the width of the access easement equal the width of the existing drive aisles to provide sufficient area for an unencumbered fire lane, maneuvering space for 90 degree parking stall on both sides of the access drive, and sufficient maneuvering space for truck access to the doors in Industrial Louvers.

The loading area on the north side of the building has sufficient dimensions for semi-trucks. The south doors will be served by smaller trucks and forklifts.

The fire Chief has requested that the hydrant at the west end of the eight inch water main be a double pumper, submittal of manufacturer's data on the thermal oxidizer related to fire protection for the equipment, and the building be equipped with sprinkler or fire suspension .

The City Engineer report dated August 5, 2010, was presented to the commission for inclusion in the recommendation for approval.

Motion by John Beussman, seconded by Amy Johnson to open the public hearing to consider the request of LBS Enterprises LLC dba Industrial Louvers Inc. to: 1) petition for annexation 2) rezone the property located adjacent to 511 South 7th Street R-A Rural/Agricultural to I-2 General Industrial District 3) Site Plan Review as regulated by Section 51.02, Subd. F of the Delano Zoning Code in accordance with the City's Zoning and Land Use Code Chapter 51, and 4) an Administrative subdivision to consolidate two lots into one in accordance to the City's subdivision ordinance O-03-05, Section 6, for the properties legally described as Franklin PID Number 208-200-132116 Delano PID Number 107-500-132102. Motion Carried 4-0.

Lars Impola inquired about the requirement for an easement and looping of the water line thru the parcel. Staff explained that this looping of the water main is an important fire protection issue.

**MINUTES
CITY OF DELANO
PLANNING COMMISSION
Monday, August 9, 2010
7:00 PM**

David Kenison inquired about the venting system regarding the noise and potential odors from the new building. Mike Brauer stated that the equipment was not going to stay where it is noted on the plans and the exterior fan will be painted to match the rest of the building.

The Vice Chairman called for public comments three times.

None was heard.

Motion by Lars Impola, seconded by John Beussman to close the public hearing. Motion Carried 4-0

Lars Impola asked if Bernice Kaiser, the last remaining parcel that is still in the township) was notified of this meeting.

Motion by John Beussman, seconded by Amy Johnson to recommend to the city Council the approval of the annexation of the parcel. Motion Carried 4-0

Motion by David Kenison, seconded by Lars Impola to recommend the authorization of the rezoning of the newly annexation parcel once annexed from R-A to I-2. Motion Carried 4-0

Motion by John Beussman, seconded by Amy Johnson to recommend the City Council authorize the combination of the annexed parcel with the existing parcel. Motion Carried 4-0

Motion by Lars Impola, seconded by John Beussman to recommend approval of the Site and Planning Building Plan subject the Planners Report dated August 5, 2010 and the City Engineers report dated August 5, 2010. Motion Carried 4-0

6. NEW BUSINESS

There was none.

7. OLD BUSINESS

There was none.

8. UPDATES AND FUTURE LAND USE DEVELOPMENT APPLICATIONS

There was none.

9. COMPLIANCE WITH COMPREHENSIVE PLAN

**MINUTES
CITY OF DELANO
PLANNING COMMISSION
Monday, August 9, 2010
7:00 PM**

- A. RESOLUTION of the Planning Commission finding the Development Program for Development District No. 4 and Tax Increment Financing Plan for Tax Increment Financing District No. 11 conforms to the City Plans for development of the City as a whole.**

Alan Brixius briefly reviewed the Tax Increment Financing (Economic Development) District 11 within Development District no. 4 (LBJ aka Industrial Louvers Expansion Proposed Project). The developer will pay upfront cost for installation of public utilities (reimbursement) additional public improvements, loan principal payments, loan interest payments and administrative expense as outlined in the draft document dated August 5, 2010; and then as the tax increment is received by the City thru collection of semiannual taxes the city will reimburse Industrial Louvers (LBJ Enterprises) these expenses.

Howard Glas inquired as to the length of the district and what if any adverse efforts with this have on other taxing jurisdictions such as the county or school. Alan Brixius explained that that the county and school well receive current frozen base during an eight year period of time.

Motion by John Beussman, seconded by David Kenison adopt RESOLUTION PC-10- for the development program for Development District No. 4 and the Tax Increment Financing Plan for Tax Increment Financing District. No. 11 conforms to the City plans for development of the City as a whole. Motion Carried 4-0.

10. ADJOURNMENT

Motion by Amy Johnson, seconded by Lars Impola to adjourn the meeting of the Delano Planning Commission meeting of Monday, August 09, 2010 at 7:50p.m.

There being no further business to discuss the regular meeting of Monday, August 9, 2010, of the Delano Planning Commission meeting was adjourned at 7:50 p.m.

Jon Krieg, Chairman

Leon Zeug, Secretary

ATTEST:

Marlene E. Kittock, City Clerk