

**MINUTES
CITY OF DELANO
PLANNING COMMISSION
Monday, June 14, 2010
7:00 PM**

1. CALL TO ORDER

The Vice Chairman David Kenison called the regular meeting of the Delano Planning Commission on Monday June 14, 2010 to order at 7:05 p.m.

2. ROLL CALL

Members Present: Dave Kenison, Vice Chairman
John Beussman, Commissioner
Howard Glas, Commissioner
Amy Johnson, Commissioner

Members Absent: Jon Krieg, Chairman
Leon Zeug, Secretary
Lars Impola Commissioner

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

3. APPROVAL OF AGENDA

Motion by Howard Glas, seconded by Amy Stewart, to approve the agenda of the regular meeting of the Delano Planning Commission meeting of Monday, June 14, 2010. Motion Carried 4-0

4. MINUTES

A. Minutes of the Planning Commission meeting from Monday, April 12, 2010.

The minutes were not available.

5. PUBLIC HEARING

A. Public Hearing request from the Delano Public School Independent School District 879 Conditional Use Permit for off-site parking and a variance from the access distance requirement from the main entrance, as regulated by Section 51.03 Subd. E. 11 of the Delano Zoning Code and Site Plan Review as regulated by Section 51.02 Subd. F. of the Delano Zoning Code for the property located at 789 Elm Avenue E, Delano MN 55328

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Alan Brixius reviewed the Planner's Report dated June 8, 2010, regarding the request by the Delano High School for approval of a conditional use permit and a variance to allow for an 80 stall off-site parking area. The High School is located at 700 Elm Ave East; the proposed off-site parking area is located north of the High School and west of the Elementary School. The site is zoned R-2 and off-site parking areas for public schools are allowed by CUP. The City has received complaints from residents regarding overflow student parking along Elm Avenue; nuisance and safety concerns have also been recorded by Staff. Staff suggested posting "No Parking during School Hours" signage, but will postpone taking action to allow the school district an opportunity to locate an off-street parking arrangement. The school district has examined a number of sites and is proposing the area north of the City's Water Treatment Facility. This site was selected due to its central location for overflow parking both of curricular and extra curricular activities, proximity for future middle school facility; and its distance from residential traffic.

The performance standards require that the off-site parking lot area shall be constructed and maintained in a manner consistent with the city requirements. Since an existing sidewalk runs along the west side of Tiger Drive and provides pedestrian access from the parking area to the high school, the applicant shall be required to submit a plan for ongoing snow removal and de-icing to ensure pedestrian safety during the winter months. The school shall maintain control and use of the proposed off-site parking area until adequate on-site parking can be provided or an off-site parking area in closer proximity is established.

Two 25 feet ingress/egress access points will be constructed to be compatible with existing access points along Tiger Drive.

Since a future school facility is planned to the east of this parking area, Staff is recommending that the continuous concrete curb and gutter be relaxed to allow for concrete stop strips along the north, south and west sided with only installation of concrete curb and gutter along the southern edge of the parking area.

Staff is recommending granting the applicant's request to waive the landscape requirements for the perimeter of the parking area.

Due to budget concerns, the school is proposing to place three poles in along the center of the parking area with conduit to the poles. However electricity is not planning at this time. If the school should decide to illuminate the parking area, 90 degree cutting hooded lighting shall be required.

All grading and drainage issues shall be subject to the City Engineer. Caution needs to be taken with the construction of this parking lot as there is a buried public utility along the west side of the lot. Any damage to this utility line will be the responsibility of the district to repair and not the City of Delano or the Delano Municipal Utilities.

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Staff is recommending that the CUP be approved as the use is in conformance with the city general performance standards and the variance does not confer any special privileges upon the applicant as there does not appear to be another alternative.

Motion by John Beussman, seconded by Howard Glas to open the Public Hearing request from the Delano Public School Independent School District 879 Conditional Use Permit for off-site parking and a variance from the access distance requirement from the main entrance, as regulated by Section 51.03 Subd. E. 11 of the Delano Zoning Code and Site Plan Review as regulated by Section 51.02 Subd. F. of the Delano Zoning Code for the property located at 789 Elm Avenue E, Delano MN 55328. Motion Carried 4-0

Don Mickelson of 570 Tower Drive inquired if any changes to the grade will cause additional run off to the Marsh Ridge Addition residents. Alan Brixius explained that the improvement is on the other side of the hill so it should not affect the drainage patterns to March Ridge.

Howard Glas suggested that some trees be left as a buffer between the residents and the parking area.

Don Mickelson requested a copy of the proposal; Marlene E. Kittock gave him a copy of the package item.

The Chairman called for public comment three times. None was heard.

Motion by John Beussman, seconded by Amy Johnson to closed the public hearing Motion Carried 4-0

John Beussman inquired if any "No Parking" signage would be posted along Elm Avenue. Larry Bartels believes that this is also part of the plan.

Motion by Howard Glas, seconded by John Beussman to recommend approve of the request from the Delano Public School Independent School District 879 Conditional Use Permit for off-site parking and a variance from the access distance requirement from the main entrance, as regulated by Section 51.03 Subd. E. 11 of the Delano Zoning Code and Site Plan Review as regulated by Section 51.02 Subd. F. of the Delano Zoning Code for the property located at 789 Elm Avenue E, Delano MN 55328 subject to the planners report dated June 8, 2010 and the City Engineers report dated June 7, 2010. Motion Carried 4-0

6. NEW BUSINESS

- A. Resolution of the Planning Commission finding the development program for development district no. 4 and the tax increment financing plan for the tax increment financing district no.10 conform to the City Plans for development of the City as a whole.**

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This item was removed from the agenda.

B. Review re-platting of Clover Springs 4th Addition and related items.

Alan Brixius informed the commission that Jeff Martineau (SIC) is negotiating with the City to complete Clover Springs Third and Fourth Addition land developments. He is also planning on purchasing the balance of unsold lots in the Clover Springs Additions and requested a report of any unresolved commitments from the previous developer. Mr. Martineau is requesting the re-platting of three additional lots; two lots would be within the area of the purposed park area which had been slated to be installed on the lot with the water tower. This area would be graded with a berm constructed to provide a barrier from the park and CSAH 30 and Mr. Martineau would donate funds for park improvements.

The City is looking at this proposal as a jump start in getting some of these developments more appealing to future homeowners.

Howard Glas stated that there is no park area in this development; Glas also questioned the traffic patterns to and from the park area, as well as access from County Road 30.

Amy Johnson stated that a park had been promised by the original developer and one is definitely needed in this development.

Larry Bartels stated that the County is looking at revising its crosswalk policy and thus a future crosswalk may be available for this area.

Alan Brixius explained that grading this area around the water tower would present a more manicured appearance from the neighboring properties.

Motion by John Beussman, seconded by David Kenison to recommend that City Council approve this proposal subject to the satisfaction of the 2005 approval Resolution, fencing along CSAH 30 and any additional items as determined by the City Council. Motion Carried 4-0

7. OLD BUSINESS

There was none.

8. UPDATES AND FUTURE LAND USE DEVELOPMENT APPLICATIONS

There was none.

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9. COMPLIANCE WITH COMPREHENSIVE PLAN

There was none.

10. ADJOURNMENT

There being no further business to discuss the Regular Meeting of the Delano Planning commission of Monday, June 14, 2010 adjourned at 7:45p.m.

Motion by John Beussman, seconded by Howard Glas to adjourn the regular meeting of the Delano Planning Commission of Monday, June 14, 2010, at 7:45 P.M.

Jon Krieg, Chairman

Leon Zeug, Secretary

ATTESTED:

Marlene E. Kittock, City Clerk