

**MINUTES  
CITY OF DELANO  
PLANNING COMMISSION  
August 8, 2011  
7:00 PM**

**1. CALL TO ORDER**

The Vice-Chairman, Leon Zeug called the regular meeting of the Delano Planning Commission meeting of Monday, August 8, 2011, at 7:04 p.m.

**2. ROLL CALL**

Members present: Leon Zeug, Vice Chairman  
John Beussman, Secretary  
Howard Glas, Commissioner  
Lars Impola, Commissioner  
Sarah Beamish, Commissioner  
Amy Johnson, Commissioner

Members absent: Jon Krieg, Chairman

Also Present: Alan Brixius, City Planner, Northwest Associated Consultants  
Dale Graunke, Mayor, City Council Liaison  
Marlene E. Kittock, City Clerk

**2. APPROVAL OF AGENDA**

**Motion by John Beussman, seconded by Howard Glas to approve the agenda of the Planning Commission meeting of Monday, August 8, 2011, as presented. Motion Carried 6-0.**

**4. MINUTES**

**A. Minutes of the Planning Commission from June 13, 2011.**

**Motion by John Beussman, seconded by Amy Johnson to approve the minutes of the Delano Planning commission of Monday, June 14, 2011. Motion Carried 6-0.**

**5. PUBLIC HEARING**

**A. Public Hearing to consider a request from Angela Kalthoff doing business as AKP, LLC or Angela Kalthoff Photography for the property located at 1262 Crossings Drive for a Site and Building Plan Review, variance to the**

**MINUTES  
CITY OF DELANO  
PLANNING COMMISSION  
August 8, 2011  
7:00 PM**

**front yard, and for a Preliminary and Final Plat of Outlot A of Delano West Crossing 3<sup>rd</sup> Addition.**

Alan Brixius, reviewed his report dated August 3, 2011 for the request from Angela Kalthoff of Angela Kalthoff Photography LLC for a site and building plan, preliminary and final plat, and easement vacation for a 2944 square foot photography studio to be located at 1262 Crossings Drive.

The applicant is splitting off a single commercial lot from Outlot A of Delano West Crossing addition, which requires the preliminary and final plat applications. The vacation of the old existing easements will be replaced with new easements and the filing of the new plat. One of the easements being vacated is not being used or needed, which if left in place would be under the building.

The proposed photography studio is a permitted use in the B-2 zoning district.

The proposed 29,293 square foot lot is compliant with respect to lot area: width, east and west side setbacks. The proposed front yard setback matches the setback of the building to the east which was approved as part of the overall Planned Unit Development. The two lots share frontage on a private street and the setback provides a uniformed streetscape with building placement and sidewalks along the building. No issues for parking, traffic sight lines or street access are foreseen. Additionally, the location and landscaped front yard contributes to the attractive building architecture.

The drainage and utility easement along the east side of Outlot A, Delano West Crossing Addition, does not follow its east lot line. The location of the easement is reflective of a proposed internal street that was intended to provide access to the future Delano West Crossing lots. The location of the easement bisects the proposed lot rendering it unbuildable. The applicant is requesting the vacation of the outlot easements to accommodate the subdivision, thus allowing all the required easement being established within the new plat.

The location of the existing easement was established as a future private street corridor to provide internal access to future lots created through the re-plat of Outlot A. Since the original Delano West Crossing approval, the City has approved a subdivision and a conditional use permit for Lil' Explorer's Day Care, which receives access from 13<sup>th</sup> St. The platting and development of the proposed plat further reduces the need for this private street corridor. If we approve this subdivision and vacate this easement, then we recommend that no further subdivision be approved for the balance of Outlot A without a

**MINUTES**  
**CITY OF DELANO**  
**PLANNING COMMISSION**  
**August 8, 2011**  
**7:00 PM**

master plan illustrating lot arrangements, building pads, internal site access and traffic circulation patterns, parking arrangements, etc.

This easement does not contain any utilities.

The parking plan meets City standards with regard to number of stalls and design. The applicant is proposing to take access from Crossings Drive. In reviewing the files the 2008 True Value access, that shows that access about 100 feet west of the proposed photography access. This would result in a 35 foot jog in alignment between the two projects. This narrow jog presents a potential unsafe traffic condition. To correct, staff is recommending that Outlot A provide a cross access easement to Lot 1 and that the curb cut access for 1 and its remainder of Outlot A be realigned to match the existing True Value curb cut location on the south side of Crossing Drive. The applicant will be required to construct the curb cut and shared driveway for approximately 50 feet north of Crossing Drive and enter Lot 1 from the west, the disability parking may be relocated to the south lot line with a 1 foot setback from Crossing Drive. Since this may add cost to the project, staff would recommend that the applicant provide a concrete curb cut and apron and a concrete curbing along just the east side of the shared drive. The west edge may remain unfinished until the balance of Outlot A is developed.

With the 2007 approvals of Delano West Crossings it was required for sidewalks on both sides of Crossing Drive. Staff recommends the following changes to the sidewalk configuration. The east/west sidewalk must be 5 feet wide. The sidewalk extends to the new proposed curb cut location. With the revised parking and access arrangement, the sidewalk may be shifted south toward Crossings Drive to accommodate the new site changes.

The proposed signage meets the city requirements. No freestanding sign is proposed.

The following changes to the lighting plan are recommended. The pendant arm sign fixture must have a hood that totally encloses the light source and directs the light to the sign. The awning lighting must be located within the awning so that the light source is not visible from the adjoining Crossings driveway and/or properties.

The building is 2944 sq ft and will consist of a rock face block at the base on three sides. Above the base a combination of horizontal and vertical fiber cement siding giving the building an attractive visual appearance. The applicant is also proposing pendant arm lighting awnings extending from the front of the building to accent the building's entrance and front windows. The back of the building has seven large windows. This is intended to provide natural light for the photography studio.

**MINUTES  
CITY OF DELANO  
PLANNING COMMISSION  
August 8, 2011  
7:00 PM**

The City Engineer has recommended the following changes to the utilities. Per the Delano Municipal Utilities a one inch domestic water service is required as well as a separate fire service line sized appropriately for the building. Both water services should originate from Crossing Drive and a valve shall be provided on the fire service and curb stop for the domestic services.

The proposed site and development can be accommodated within the Delano Crossings stormwater drainage standards.

The landscaping plan complements the building design with foundation plantings. The rear yard is intended to be landscaped to provide outdoor photographic opportunities. The plant sizes appear to meet city standards. With the alterations of the site access and parking, staff recommends that additional shrubs be planted along the south and west parking lot edges to screen headlight glare onto Crossing Drive and the future street along the west lot line.

Dale Graunke inquired if the four feet canopy encroachment were within city standards. Alan Brixius indicate it does.

Howard Glas inquired if the seller was the same as the owner of the property to the west that will be required to provide the cross access easement. Alan Brixius stated it was.

Angela Kalthoff stated that the seller is willing to give this easement as long as it does not restrict any future use of his property and future uses of it.

**Motion by Howard Glas, seconded by Lars Impola open public hearing to consider the request of Angela Kalthoff doing business as AKP, LLC or Angela Kalthoff Photography for the property located at 1262 Crossings Drive for a Site and Building Plan Review, variance to the front yard, and for a Preliminary and Final Plat of Outlot A of Delano West Crossing 3<sup>rd</sup> Addition. Motion Carried 6-0 .**

Will Haack of Wright Properties LLC, 6108 Commerce Blvd, Mound MN question the access or curb cut as it relates to the True Value Project. Alan Brixius reviewed the original approvals and stated that he will distribute the information to the owner of the Outlot A.

The Chairman called for additional comments three times. None were heard.

**Motion by Amy Johnson, seconded by Lars Impola to close public hearing. Motion Carried 6-0.**

**MINUTES  
CITY OF DELANO  
PLANNING COMMISSION  
August 8, 2011  
7:00 PM**

Motion by Howard Glas, seconded by Sarah Beamish to recommend approval of the request of Angela Kalthoff doing business as AKP, LLC or Angela Kalthoff Photography for the property located at 1262 Crossings Drive for a Preliminary Plat of Outlot A of Delano West Crossing 3<sup>rd</sup> Addition per the planner's report dated August 3, 2011. Motion Carried 6-0.

Motion by John Beussman, seconded by Amy Johnson to recommend approval of the request of Angela Kalthoff doing business as AKP, LLC or Angela Kalthoff Photography for the property located at 1262 Crossings Drive for a Site and Building Plan Review, variance to the front yard, for the plat to be known Delano West Crossing 3<sup>rd</sup> Addition as per the planner's report dated August 3, 2011. Motion Carried 6-0.

Motion by Lars Impola, seconded by Howard Glas to recommend approval of the request of Angela Kalthoff doing business as AKP, LLC or Angela Kalthoff Photography for the property located at 1262 Crossings Drive for Final Plat of Outlot A of Delano West Crossing 3<sup>rd</sup> Addition as per the planners report dated August 3, 2011. Motion Carried 6-0.

**6. NEW BUSINESS**

**A. Review the Preliminary Flood Insurance Study, FIRM Map, and preliminary summary of map action with cover letter**

The Army Corps of Engineers had completed their study and mapping of Wright County flood plain areas. City staff has reviewed the maps and will be reporting back to FEMA any changes to property addresses, street names, and local floodplain map amendments that have been approved. Examination of the new maps against the 1988 maps indicates a slight increase in the 100 year flood elevation in certain areas of the City. These revised maps also include the annexed areas of the city. Alan Brixius reminded the Planning Commission that the city has two floodplain districts with two sets of regulations. Basically the areas of the older community area and the areas of recent annexation, have a slight variation on regulations.

John Beussman questioned why there was a slight change. Leon Zeug explained that as more information and more historic facts and events occur then the mapping of floodplain areas will occur.

**B. Discuss Main Baseball Field Improvement List for 2013 State Tournament.**

**MINUTES  
CITY OF DELANO  
PLANNING COMMISSION  
August 8, 2011  
7:00 PM**

The Delano Athletic Association has secured the 2013 Amateur Baseball Tournament and with this event many main baseball field improvements are needed. The Association has submitted an estimate wish list for repairs and remodeling related items. This estimated cost is \$106,000. Projects include construction of double bullpens, batting cage replace scoreboard move fence, create a pavilion with an exterior concession area, move bleachers, replace asphalt areas as needed, new concession stand and upper deck press box, replace backstop netting, expand press box, upgrade grandstand seating, and expand seating areas to be above the dugouts and grandstand areas. These improvements are to be constructed in phases in 2011, 2012, and 2013. The City and the Association will be entering into a lease use agreement to accommodate the requested items. The Association is expecting to raise funds via the 4<sup>th</sup> of July annual event and other fund raising efforts. The Association and City are looking for comments regarding the plan.

The Planning Commission reviewed the submittal and recommended that the City and the Association continue to negotiate and pursue the improvements.

**7. OLD BUSINESS**

There was none.

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

There was none.

**9. COMPLIANCE WITH COMPREHENSIVE PLAN**

- A. Approve RESOLUTION for a vacation of a drainage and utility easement for property located within Delano West Crossing being consistent with the City's Comprehensive Plan.**

Alan Brixius stated that state statute requires that the city's Planning Commission requires they make a formal ruling on vacation of land as it relates to the city's comprehensive plan.

**Motion by John Beussman, seconded by Amy Johnson to approve the RESOLUTION for a vacation of a drainage and utility easement for property located within Delano West Crossing being consistent with the City's Comprehensive Plan.  
Motion Carried 6-0**

**10. ADJOURNMENT**

**MINUTES  
CITY OF DELANO  
PLANNING COMMISSION  
August 8, 2011  
7:00 PM**

There being no further business to discuss, the regular meeting of Monday, August 8, 2011 of the Delano Planning Commission be adjourned at 8:07 p.m.

**Motion by John Beussman, seconded by Lars Impola to adjourn the regular meeting of the Delano Planning Commission of Monday, August 8, 2011 at 8:07 p.m. Motion Carried 6-0.**

---

**Jon Krieg, Chairman**

---

**John Beussman, Secretary**

**ATTEST:**

---

**Marlene E. Kittock, City Clerk**