

**MINUTES
CITY OF DELANO
PLANNING COMMISSION
Monday, June 13, 2011
7:00 PM**

1. CALL TO ORDER

The Chairman, Jon Krieg, called the regular meeting of the Delano Planning Commission of Monday, June 13, 2011, meeting to order at 7:01 p.m.

2. ROLL CALL

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

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

3. APPROVAL OF AGENDA

Motion by John Beussman, seconded Amy Johnson to approval the agenda of Delano Planning Commission of Monday, June 13, 2011 as presented. Motion Carried 7-0.

4. MINUTES

A. Minutes of the Planning Commission from April 11, 2011.

Motion by Jon Krieg, seconded by Leon Zeug to approve the minutes of the Delano Planning Commission of Monday, April 11, 2011. Motion Carried 7-0.

5. PUBLIC HEARING

A. Public Hearing to consider a request for a Site and Building Plan Review, Conditional Use Permit for Open and Outdoor Service, Sale and Rental as an accessory use from S-Gang LLC for the property located at 405 Babcock Blvd and legally described as: PID # 107020-000020, 107020-000030, 107020-000040, 107020-000050, 107020-000060, 107020-000070 and 107020-000100.

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Bob Kirmis, reviewed the Planners Report from June 8 2011 regarding the application received from Dr. Donald Sealock for the conversion of the former "Delano Dodge - 405 Babcock Blvd;" a Site and Building Plan Review and Conditional Use Permit into a 16,800 square foot multitenant (6 Tenant) retail/office building. The tenants are proposing a rehabilitation center, an eye clinic and a coffee shop. The primary site modifications will include an accessory outdoor dining area, drive through lane and modifications to the exiting freestanding sign. The site is zoned B-3 which allows for offices and retail commercial uses. Since the structure will not be expanded, all B-3 district lot and setback requirements have been satisfied. The applicant has indicated that they want to construct a second medical facility on the east side of the lot. The site plan indicates that a total of 163 parking stall exist with 55 being used for this development and 16 employee parking along the west side of the building. There are 3 disabled parking stalls shown. The parking lot exceeds the necessary spaces; however should the second structure occur it may be limited in size due to the remaining amount of parking.

The drive-thru service window is designed for the customers to travel around the building accessing the service lane. Since the window is about 60 feet from the corner of the building the city stacking requirements will need to be met. A drive-thru lane must be physically separated from the building in order to accommodate the door swing of the two main entrance doors. Elevated landings sidewalk or other physical separation must be provided to insure that people exiting the building at these locations do not step into traffic. The drive thru lane must be striped to provide 120 feet of stacking. The service lane must be separated from other driveway and parking access and egress points. Directional signage shall be provided to guide customers. No more than 4 – 10 square foot and 6 foot in height are required. These signs shall not interfere with the on-site traffic circulation or parking. Sign details and location shall be submitted and approved by the Building Official. No public street or boulevard may be used for stacking. The stacking lane, order board intercom and window placement shall be designed and located in such a manner as to minimize glare to adjacent premises (particularly residential premises) and to maximize maneuverability of vehicles on the site. The details of these signs must be provided to staff for approval. No additional landscaping or screening is required along the drive-thru window. If any additional lighting is planned, a photometric plan will need to be submitted and approved by City Staff.

The loading area is on the west side of the building.

The trash enclosure is to be located within the existing designated area.

No architectural changes are proposed to the building facades.

No change to the site landscaping has been proposed.

The signage plan is proposed to double the free standing sign to allow for advertising of individual tenants. The sign must be reduced and not to exceed 100 square feet with 30 feet in height. The building identification sign is to be located on the north façade; sign details were not submitted. The total area of wall signs on the building cannot exceed 15 percent of the building façade.

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The construction of a 625 sq. ft. patio/outdoor dining area requires a conditional use permit. The following conditions are required: the patio must be raised above adjoining parking and driveway area, the number and arrangement of tables and seating shall not interfere with pedestrian areas of service, thirty six inch aisles shall be provided between tables, the applicant shall provide exterior trash receptacle(s), the patio area must be a hard surface in accordance with City Code and the applicant must provide a storage plan for seasonal/stored furniture.

Betsy Stolfa suggested that the parking lot be screened or planted with some sort of landscaping to dress up the highway 12 corridor.

Motion by Jon Krieg, seconded Lars Impola to open the public hearing to consider a request for a Site and Building Plan Review, Conditional Use Permit for Open and Outdoor Service, Sale and Rental as an accessory use from S-Gang LLC for the property located at 405 Babcock Blvd and legally described as: PID # 107020-000020, 107020-000030, 107020-000040, 107020-000050, 107020-000060, 107020-000070 and 107020-000100. Motion Carried 7-0.

Sue Glover of 319 Kelsey Street express concerns about potential noise as they currently here the music from Doc Holiday Bowling Center. She was told that the coffee shop would be closed by 9 pm.

The Chairman called for Public Comments three times.

None was heard.

Motion by Howard Glas, seconded by Amy Johnson to close the public hearing. Motion Carried 7-0

Sarah Beamish inquired as to what the majority of the building would be used for. The applicant stated that most of this building would be designed for medical offices. Dr Sealock also indicated that his primary goal is to complete the inside remodeling and then would be submitting exterior landscaping renovations. Pending approval, the applicant hopes to be in the building within 6 to 8 weeks.

Motion by John Beussman, seconded by Howard Glas to recommend approval of the request for a Site and Building Plan Review, Conditional Use Permit for Open and Outdoor Service, Sale and Rental as an accessory use from S-Gang LLC for the property located at 405 Babcock Blvd and legally described as: PID # 107020-000020, 107020-000030, 107020-000040, 107020-000050, 107020-000060, 107020-000070 and 107020-000100 terms and condition of the planners report dated June 8, 2011. Motion Carried 7-0.

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A. Public Hearing to consider a request for an amendment to the City of Delano's Comprehensive Plan Parks and Trails.

The City of Delano received a Live Wright Grant for the purpose of preparing the Delano Parks and Trails Plan which establishes short and long terms goals. In March the City conducted a survey and interviewed City Staff, Athletic Organizations and School District personnel. An Open House was also held to obtain additional input from the community; there also was an opportunity for the public to review the draft prior to tonight's meeting.

The issues identified were: more walking and biking trails, rest areas with benches, safer street crossings, updated playground equipment, additional ball fields also more access to school facilities. The survey indicated that the public would also support a possible tax increase which would assist in funding the identified issues. Based on the comments received from the various meetings and forums, the Comprehensive Plan Parks and Trails draft was presented to the Park and Recreation Committee and the Planning Commission.

Bob Kirmis gave a brief presentation of this plan noting this would be incorporated into the City Overall Comprehensive Plan.

Motion by Leon Zeug, seconded by John Beussman to open the public hearing to consider a request for an amendment to the City of Delano's Comprehensive Plan Parks and Trails. Motion Carried 7-0.

The Chairman called for Public Comments three times. None was heard.

Motion by Leon Zeug, seconded by John Beussman to close the public hearing. Motion Carried 7-0.

Motion by Leon Zeug, seconded by Sarah Beamish to recommend approval of request of the City of Delano for an amendment to the City of Delano's Comprehensive Plan for inclusion of a revised Parks and Trails Comprehensive Plan. Motion Carried 7-0.

6. NEW BUSINESS

There was none.

7. OLD BUSINESS

A. Consider a to consider a request for an amendment to the City of Delano's Comprehensive Plan Parks and Trails

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In 2006, the City Council approved a preliminary and final plat with the site and building plans for a 12,540 sq ft commercial retail building. However, due to the downturn of the economy, the commercial building had not been constructed. The applicant has had their approval extended once; since that extension has expired, the applicant is now re-applying for an additional extension.

Motion by Howard Glas, seconded by Lars Impola to recommended the reinstatement of the approvals from October 4, 2006, for an amendment to the City of Delano's Comprehensive Plan Parks and Trails. Motion Carried 7-0.

8. UPDATES AND FUTURE LAND USE DEVELOPMENT APPLICATIONS

There was none.

9. COMPLIANCE WITH COMPREHENSIVE PLAN

There was none.

10. ADJOURNMENT

Motion by John Beussman, seconded by Jon Krieg to adjourned the Regular meeting of the Delano Planning Commission of June 13, 2011 at 7:51 p.m. Motion Carried 7-0.

There being no further business to discuss the regular meeting of the Delano Planning Commission of June 13, 2011, was adjourned at 7:51 p.m.

Jon Krieg, Chairman

John Beussman, Secretary

ATTEST:

Marlene E. Kittock, City Clerk