

**MINUTES  
CITY OF DELANO  
Planning Commission  
Monday, May 14, 2018  
7:00 PM**

**1. Call to Order**

Chair Jon Krieg called the meeting to order at 7:00 PM.

**2. Roll Call**

Members present: Larry Bartels, Jeremy Clarke, Jeff Demeules, Angela Kalthoff, Jon Krieg, Dan Menk

Members absent: Nat Malen

Others present: Holly Schrupp, City Council Liaison; Alan Brixius, City Planner; Justin Markon, Recorder

**3. Approval of Agenda**

**Motion by Bartels to approve the agenda, seconded by Kalthoff; motion carried.**

**4. Minutes**

A. Minutes of the Delano Planning Commission meeting of Monday, March 12, 2018

**Motion by Bartels to approve the minutes from the March 12, 2018 meeting, seconded by Demeules; motion carried**

B. Minutes of the Delano Planning Commission meeting of Monday, April 9, 2018

**Motion by Krieg to approve the minutes from the April 9, 2018 meeting, seconded by Bartels; motion carried.**

**5. Public Hearing**

A. Consider application from Insolution for site and building review and conditional use permit for outdoor storage located in Delano West Metro Business Park *Attachments: Exhibits | Engineering Comments*

Brixius stated that the Insolution project consists of a 20,000 square foot first phase, with space for a 15,000 square foot expansion. The project also includes outdoor storage of closed semi trailers, which requires a conditional use permit. He noted that the standard for parking for this project is 33 spaces, and the plans show 17, with proof of parking of up to 50 spaces, which is satisfactory. He said that the landscape plan should include additional screening, specifically around the outdoor storage area. Brixius said he believes the project is prepared to move forward with conditions outlined in the Planner's Report.

Bartels asked what will be in the outdoor storage area, and Brixius said it will be both raw materials and finished product in locked semi trailers.

Krieg said that he was concerned about the proof of parking, and Brixius said that parking outside of the designated lot will warrant adding additional parking, and presently there is enough space for building and parking expansion.

Krieg asked about the future plan for McKinley Parkway, to which Brixius said it is planned to become a collector street and continue south to County Road 30. Krieg said he felt one access would be adequate. Brixius noted that the space between the accesses is generous and staff believe two are appropriate.

Clarke asked if there has been a study on traffic counts, and Tucker Osterberg, Bauer Design Build, said they anticipate fifteen semi trucks per day. Clarke noted this increased traffic could pose a challenge for Highway 12. Brixius shared that turn lanes and signalization at the Highway 12 intersection are planned.

Menk asked if Insolution has a timeline for expansion, and Osterberg said they currently plan for within five years.

**Motion by Bartels to open the public hearing, seconded by Demeules; motion carried.**

Krieg called three times for public comment.

No one was present for the public hearing.

**Motion by Bartels to close the public hearing, seconded by Clarke; motion carried.**

Commissioners felt that it would be appropriate to add conditions that McKinley Parkway should be built and extended to the south driveway and parking be prohibited along McKinley Parkway. Brixius noted that the city currently owns a partial right of way but can work with the owner to purchase the full right of way.

**Motion by Bartels to recommend approval for the site and building plan and conditional use permit for outdoor storage with conditions outlined in the Planner's Report and recommendation regarding extension of McKliney Parkway, seconded by Krieg; motion carried.**

- B. Consider application from Pizzey Ingredients for site and building plan review and conditional use permit for outdoor storage located in Delano West Metro Business Park *Attachments:* Engineering Comments

Brixius summarized the site and building plan for Pizzey Ingredients, which plans to build a 15,000 square foot building on the west side of McKinley Parkway. An application for conditional use permit for outdoor storage in semi trucks was withdrawn, but it may be part of

an expansion. This project will have two access points, 19 parking spaces, and enough proof of parking to show future options. According to Brixius, the current landscaping plan, while deterring animals that would feed on grains, is inadequate. He believes the applicants should work with staff to create a new landscaping plan. He said that staff encourage approval of the site and building plans with recommendations outlined in the Planner's Report.

Krieg noted that he does not see the need for two access points, and also commented on the north access near the property line. Brixius said that the circular driveway is best for the project's operations and that a west-bound street off McKinley Parkway in the future could change the north access.

Clarke asked about the plans for silos. Tucker Osterberg, Bauer Design Build, replied that this outdoor storage could occur in ten years. Related to smell and dust control, Osterberg said that the smells and dust will be maintained with fans and vents. Brixius noted that the sound standards are different in industrial zoning.

**Motion by Krieg to open the public hearing, seconded by Bartels; motion carried.**

Krieg called for public comment.

Osterberg shared that the applicant is concerned about landscaping that could attract insects and rodents, which could contaminate the flax seed production. Demeules asked if Pizzey Ingredients had plans for landscaping, and Osterberg said they would prefer fencing. Brixius noted that staff hope for plantings, and Osterberg said they will work staff to get the best results.

Bartels asked for clarification on where the project would use additional parking and stressed the need to stay off McKinley Parkway. Osterberg said they could use the west side of the building.

Bartels asked about the distribution of notices for the Public Hearing. Brixius answered that they were sent to all property owners within 350 feet.

Krieg called two additional times for public comment.

No one was present for the public hearing.

**Motion by Bartels to close the public hearing, seconded by Demeules; motion carried.**

**Motion by Demeules to recommend approval for the site and building plan with conditions outlined in the Planner's Report, seconded by Bartels; motion carried.**

## 6. New Business

- A. Consider request for Tax Increment Financing (TIF) for various project in the West Metro Business Park *Attachment: Tax Increment Financing Plan*

Brixius shared that the goal of creating a TIF District in the business park is to fund public improvements. The district would collect off the Pizzey Ingredients, Insolution, and, ideally, the Randy's Sanitation projects.

Bartels asked for clarification on what the Commission would be endorsing. Brixius said that the Commission is recommending the approval of the TIF District insofar as it is compliant with the Comprehensive Plan.

**Motion by Bartels to recommend approval of a TIF District in the West Metro Business Park, seconded by Demeules; motion carried.**

## **7. Old Business**

## **8. Updates and Future Land Use Development Applications**

## **9. Other Business**

Brixius noted that at the June meeting, the Commission will consider the site and building plans for Randy's Environmental Services.

He also shared that the rental ordinance and property maintenance code will be discussed at a future meeting.

## **10. Adjournment**

The meet was adjourned at 8:05 PM.