

MINUTES
CITY OF DELANO
City Council/Economic Development Authority
Tuesday, August 21, 2018
7:00 PM

1. Call to Order

Mayor Graunke called the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, August 21, 2018 to order at 7:00 PM.

2. Roll Call & Approval of Agenda

Members present: Dale Graunke, Mayor; Councilmembers Betsy Moran, Jason Franzen, Jon Sutherland

Members absent: Councilmember Holly Schrupp

Also present: Phil Kern, City Administrator; Alan Brixius, City Planner; Shawn Louwagie, City Engineer; Madison Hagenau, Management Assistant; Justin Markon, Recorder

Kern asked to add a resolution regarding sale of property to Other Business.

Motion by Franzen, seconded by Sutherland to approve the agenda with the addition of one item to Other Business; motion carried.

3. Minutes

4. Speaker, Presentations and Awards

5. Consent Items

Motion by Moran, seconded by Sutherland to approve item 5.A.2; motion carried.

A. City

1. Consider request from Delano Oktoberfest for an outdoor festival on Saturday, September 22, 2018 *Attachments:* Oktoberfest Overview | Oktoberfest Email Correspondence | Special Event Road Closure

Regarding item 5.A.1, James Anderle, Lupine Brewing, shared that 2018 will be the second year for Oktoberfest in downtown Delano. Last year, about 2,000 people attended the event, and organizers are hoping for more. Anderle asked that the roads be closed at 7:00 AM. He further asked that the organizers provide six porta-potties, instead of the twelve being asked for by staff. He commented that last year there were three. With visitors spread throughout the day, he felt that six would be adequate. Sutherland asked about other nearby restrooms, and Anderle commented that the businesses do allow visitors to use their restrooms. Graunke asked that organizers keep more beer cups in the event area, as people do sometimes leave with cups.

Motion by Moran, seconded by Sutherland to approve item 5.A.1, to allow for road closures at 7:00 AM and six on-site porta-potties; motion carried.

2. Motion approving license agreement with Delano Public Schools for fiber optic line installation. *Attachment: License*

6. **CITY STRATEGY No. 1: Provide and proactively facilitate the delivery of quality public and community services in a planned, fiscally responsible manner.**
7. **CITY STRATEGY No. 2: Ensure the City's continued sustainability and financial stability.**
8. **CITY STRATEGY No. 3: Plan for the maintenance, replacement and efficient operations of the City's equipment, buildings, and infrastructure, energy and utility systems.**
9. **CITY STRATEGY No. 4: Manage the City's growth so that it is high quality and consistent with the city's Comprehensive Plan while maintaining the City's historical culture, characteristics and features.**

- A. Consider a request from All Season Sports for a conditional use for the expansion of a metal building and a side yard setback variance to allow for the remodel and expansion of their commercial building located at 720 Babcock Boulevard East *Attachments Plans*

Brixius shared details from the Planner's Report dated August 9, 2018 regarding the building expansion at All Season Sports. The owners are proposing a two-level, 6,300 square foot addition. Brixius commented that the comprehensive plan promotes expansion of existing businesses and that the materials shown are consistent with the existing façade. Brixius noted that he is working with the owners to provide a parking plan, as a building of this size calls for 26 parking stalls, but that many are not historically needed. He concluded that the Planning Commission observed that that variance and Conditional Use Permit are appropriate, with the conditions outlined in the Planner's Report.

Shawn Lynch, owner of All Season Sports, showed a parking plan. Brixius noted that they will be able to work on a final parking plan after approval. Franzen asked if Crow River Drive could be used for parking with possible signage for two-hour business parking. Brixius said that this could be an added to the resolution.

1. Adopt resolution approving site and building plans, conditional use permit, setback variance, and parking variance for All Seasons Sports, LLC at 720 Babcock Boulevard within the City of Delano

Motion by Moran, seconded by Franzen to approve the resolution, with the addition of signage along Crow River Drive for business parking; motion passed 4-0 by roll call vote.

- B. Consider request from Harvesters LLP for Development Stage PUD and preliminary/final plat approval for a multi-lot commercial development entitled "Harvest Ridge"

Brixius shared details from the Planner's Report dated August 9, 2018 regarding the Harvest Ridge development. He noted that the Planning Commission suggested changing the Highway 12 access to two exit lanes from the property and one entrance lane. He also said that an association will be responsible for the upkeep of the private street. Brixius commented that an updated grading plan is needed to show plans for Outlot D. Moran asked about the private drive width compared to 13th Street. Brixius said that it will be constructed to a 32-foot width. Brixius noted that the Planning Commission recommended approving the resolution approving the preliminary plat and development stage PUD, but withholding the final plat approval until all conditions are met.

Councilmembers were concerned about a berm and screening along Johnson Drive. Brixius noted that a berm and tree planting will be used. He further noted that the proposed gas station will be analyzed in September, where further questions may be asked. Councilmembers also asked about the access points to Johnson Drive and Highway 12, and Brixius commented that MnDOT will have to approve the Highway 12 access and other accesses will be assessed as the site develops.

Brixius reiterated that before the final plat is approved, all existing concerns must be addressed.

1. Adopt resolution approving development stage PUD and preliminary plat for Harvesters LLP, located east of the Cemstone Plant between U.S. Highway 12 and Johnson within the City of Delano

Motion by Franzen, seconded by Sutherland to approve the resolution; motion passed 4-0 by roll call vote.

- C. Consider request from Delano Coffee, LLC for a site and building plan approval to allow construction of a 2,600 square foot Caribou coffee shop/Einstein Brothers Bagels restaurant

Brixius shared details from the Planner's Report dated August 9, 2018 regarding the proposed Caribou Coffee/Einstein Bagels restaurant, which is noted as Lot 2 in the preliminary plat in the previous item. He noted that the site plan as proposed does not function well with the operations as it is short on parking and the drive through length. The Planning Commission preferred a first alternative, which changed the site to accommodate these concerns.

1. Adopt resolution approving site and building plan for Delano Coffee, LLC, in the Harvest Ridge Subdivision south of Highway 12 within the City of Delano

Motion by Sutherland, seconded by Moran to approve the resolution; motion passed 4-0 by roll call vote.

10. CITY STRATEGY No. 5 Encourage and improve the communication of information and ideas with residents and business owners.

11. CITY STRATEGY No. 6: Ensure communication and positive relationships between the Council, City Staff, Employees and Commission members.

A. Updates from Commission Liaisons

1. Fire Relief Association
2. Park and Recreation Commission
3. Planning Commission
 - a. Minutes of the Delano Planning Commission meeting of Monday, June 18, 2018
4. Public Safety Commission
5. Spirit of Community Commission
6. Water Light and Power Commission

12. CITY STRATEGY No. 7: Ensure the City has a well-trained, productive and accountable workforce to meet the changing needs of the community.

13. CITY STRATEGY No. 8: To ensure the public's safety from crime and manmade or natural disasters.

14. CITY STRATEGY No. 9: To ensure the overall aesthetic appeal of the City.

15. Other Business

Kern introduced a Resolution approving sale of property in the West Metro Business Park to Randy's Sanitation for the expansion of their business. He noted that closing on the property is scheduled for approximately ten days after the City Council meeting.

Motion by Moran, seconded by Franzen to approve the resolution to authorize the sale of property to Randy's Rentals LLC; motion passed 4-0 by roll call vote.

16. Communications & Announcements

17. Claims

A.

City Claims | By Account

Motion by Sutherland, seconded by Moran to approve the City Claims; motion carried.

18. Adjournment

The being no further business, the meeting of the Delano City Council/Economic Development Authority of August 21, 2018, was adjourned at 8:25 PM.

Signed:

Dale Graunke, Mayor

Paula Bauman, Administrative Services Coordinator

Attest: Justin Markon, Recorder