

**MINUTES
CITY OF DELANO
Planning Commission
Monday, March 18, 2019
5:00 PM**

1. Call to Order

Delano Planning Commission's Chairman, Jon Krieg, called the regular meeting of the Delano Planning Commission of Monday, March 18, 2019, to order at 5pm.

2. Roll Call

Members Present: Jon Krieg, Chair; Commissioners Wayne Bekkala, Jeff Demeules, and Jeremy Clarke

Members Absent: Angela Kalthoff, Dan Menk and Nat Malen

Also Present: Alan Brixius, City Planner; Shawn Louwagie, City Engineer; Dale Graunke, Council Liaison; Paula Bauman, Administrative Services Coordinator

3. Approval of Agenda

Motion by Jeff Demeules, seconded by Jeremy Clarke to approve the agenda as submitted; motion carried.

4. Minutes

5. Public Hearing

- A. Greywood - Development Stage PUD and Preliminary Plat *Attachments:* Exhibits A-E | Exhibits F-J | Public Hearing Notice

In October 2018, the City of Delano reviewed and approved PUD residential concept plan for Hartman Communities that encompassed 99 acres in southwestern Delano. This concept plan approval outlined a number of land use and plat design conditions that needed to be addressed as the development proceeded to PUD development stage and preliminary plat.

Hartman Communities has now filed application for PUD development stage and preliminary plat for the land covered by the concept approval. The proposed preliminary plat will be titled Greywood.

This application was scheduled for February planning commission meeting, however, upon receiving the staff planning report and the Engineering memorandum, the applicant requested to be held over to March, to allow discussion of the conditions outlined in the staff reports. Through the delay the applicant and city staff has worked through a number of the outstanding issues pertaining to the plat and development stage PUD.

In approval of the PUD concept plan, the City stated that the final approval of lot count, lot

size and setbacks will be subject to the detail review of the preliminary plat and PUD development stage plans.

Through the details of the preliminary plat and development stage PUD, we can determine how both the larger plat and individual lots may function. Through our review we have identified a number of concerns that must be addressed as this application moves to final plat and final stage PUD. We recommend preliminary plat and development stage approval subject to the following conditions. In meeting with the Applicant, they have had the opportunity to respond to the various conditions of approval, their responses to each condition is identified in red. The applicant has also responded to the Engineering comments.

1. Wright County shall review the plat and approve the right-of-way dedication, access points and the County Road 30 McKinley intersection design.
2. The plat shall obtain County Road access permits and cover the cost of required County road improvements serving this plat.
3. No direct lot access shall be permitted to County Road 30.
4. Applicant shall construct a trail on the south side of County Road 30 for the full length of the plat.
5. The pedestrian crosswalks crossing McKinley Parkway at the park entrance and street D shall be subject to the approval of the City Engineer.

McKinley Parkway. The design of McKinley Parkway is approved with the PUD flexibility for a 70 foot right-of-way with the following conditions:

1. Except for traffic calming sections of the parkway, the street shall be constructed having a width of 36 feet face to face.
2. No direct lot access shall be permitted onto McKinley Parkway.
3. Street design shall be subject to the review comments of the City Engineer.
4. The applicant shall acquire the needed McKinley Parkway right-of-way from the property owner to the east and dedicate to the City.
5. Pedestrian trails shall be constructed along both sides of McKinley Parkway.

Darrow Avenue. The half right-of-way dedication of 35 feet is accepted as a PUD flexibility allowing for a future 70-foot major collector right-of-way with the following conditions:

1. Applicant shall enter into a development contract with the City and post a financial security for the future upgrade of Darrow Avenue to an urban collector street. This street section shall include construction of a trail along the east side of Darrow Avenue. The amount of the financial security shall be estimated by the City Engineer. The form of financial security shall be approved by the City Attorney.

Local Streets. The City approves PUD flexibility for local streets including 50 foot right-of-ways, 28-foot-wide streets, and cul-de-sac length in excess of 500 feet for Block 9 with the following conditions:

1. The local streets be constructed having a street width of 28 feet measured between the face of curbs.
2. Eliminate the street jog at the intersection of streets 4, 7 and 8. Replace this jog with a full intersection.

3. Applicant provide lot details for pie shaped lots on streets 2,3,4 7, 9,14. Said details shall illustrate house placement and driveway locations, driveway width, driveway setback from property lines, setbacks between curb cuts and snow storage in lots. Said details shall be subject to City approval. If found to be unacceptable, the City may require a reduction in lot count and wider pie-shaped lots.
4. The cul-de-sac islands in streets 2 and 3 shall be designed with a 5 foot concrete apron between the curb and landscaping to control mulch.
5. Applicant shall be responsible for the installation of all street lights, traffic control signs, and street signs.
6. No boulevard trees within the local street right-of-way.

Block and Lots. The City approves PUD flexibility for the requested lot width and lot area as illustrated in the subdivision with the following conditions:

1. All lots within Greywood subdivision shall apply to the following setbacks
 - Front yard setback: 25 feet
 - Side yard setback: 7.5 feet
 - Side yard (corner) setback: 25 feet
 - Rear yard setback: 25 feet
2. Applicant shall provide a narrative describing accessory building and equipment locations, setbacks and size restrictions.
3. All lots in Block 9 shall provide a 65-foot width or greater at the front setback.
4. Applicant shall provide a lot detail for the pie-shaped lots on streets 2, 3,4,7,9 and 14 illustrating lot width at the street curb and driveway placement, driveway setbacks, setback between driveways and snow storage areas. Staff is recommending that these pie-shaped lots attempt to achieve 40 feet of street frontage at street curb. Applicant must provide detail layout and drive way standards for pie shaped lots on streets 3,5,7,9 and 14.

House standards.

1. All house models shall meet or exceed the City minimum single family construction standards.

Parks. The dedication of Outlot F as a park is acceptable. Only the land beyond the wetland and buffer strip shall be credited against the park dedication. The applicant shall provide an estimated value of buildable park land and any park improvements to the City for review. The City will credit an approved value against the cash contribution required by the lot count. Park dedication will be collected at final plat.

Grading and Drainage.

1. The grading drainage and storm water mitigation shall be subject to the review, comments and recommendations of the City Engineer

Utility Plan.

1. The utility plan shall be subject to the review, comments and recommendations of the City Engineer.
2. Water services serving the house shall not be located under the driveway.
3. Applicant shall be responsible for coordinating the installation of all non-municipal

utilities in a joint trench.

Landscaping.

1. The applicant shall provide a cross section drawing of the buffer yard showing site topography, plant locations, plant height in relation to the building pad elevations and County Road 30 elevations along Blocks 1, 7, and 9.
2. No buffer yard plantings over storm sewer.
3. Boulevard trees along McKinley Parkway shall be planted at outer edge of the street right-of-way outside of the required trails. Said trees shall not interfere with utility locations.
4. Boulevard trees shall not be permitted in the 50 foot local street right-of-way. Applicant shall provide one tree per lot. Trees may be planted in the front or rear yards.
5. Applicant shall provide a landscape plan that addresses wetland buffers, pond landscaping and turf restoration for areas disturbed by grading.

Outlots.

1. Outlots A, B, C, D, E, F and H will be dedicated to the City in fee title.
2. Applicant shall install boundary demarcation posts/markers that delineate the outlot boundary from private property. Applicant shall provide a detail of the post markers and plan showing their proposed location. Said plan is subject to City approval.
3. Applicant shall provide a narrative on the ownership and long-term maintenance of Outlot I.

HOA. If the developer is proposing a home owners association for the Greywood subdivision. The association rules and bylaws must be submitted for review of the City Attorney. Said HOA documents shall address:

1. Accessory buildings, equipment rules for these small lots. Rules shall address number, size, design and location on the individual lots.
2. The ownership, insurance and maintenance of Outlot H and the neighborhood identification sign.

Development Agreement. Applicant shall enter into a PUD/Development agreement with each final plat. The PUD agreement will outline the terms of the PUD approvals and the development agreement will outline the responsibility for all subdivision improvements including financial securities.

Property Title. The applicant shall not proceed to final plat prior to providing the city with evidence of Clear title for the entire property and provision of access to the adjoining property to the south east.

Jon Krieg requested information on the monument sign and who will maintain it. Alan Brixius stated the HOA will retain ownership and maintain.

Jon Krieg then questioned large vehicles on Darrow Avenue. Alan Brixius stated the street was designed to allow large vehicles and farm equipment.

Jeremy Clarke stated he would like to see mailboxes be located on opposite side of sidewalks.

Alan Brixius agreed and stated it will be added as a condition.

Motion by Jeff Demeules, seconded by Jon Krieg to open the public hearing; motion carried.

Susan Neisen, 5261 Ehler Avenue SE, questioned why she hasn't been notified of this project and public hearings as she is a land owner. Alan Brixius stated the person who is listed on the tax records received all notifications. Because Ms. Neisen isn't listed on tax records, she didn't receive notification.

Susan Neisen stated she was disappointed in this answer. Alan Brixius repeated to Ms. Neisen that she isn't listed as primary owner of the property and should discuss this matter with the person that is.

Mark Marlette, 3749 County Road 30 SE, stated he would like to acknowledge his primary concern of the development are easement issues. Mr. Marlette continued to discuss his attorney has been in touch with the appropriate Staff at City Hall and appreciates their quick response.

Susan Roskowiak, 4030 85th Street SE, stated the original proposal in 2005 the lot size was 80-90ft lots with the current proposal of 70ft lots. Ms. Roskowiak questioned the change stating smaller lots have the potential for problems regarding fencing and storage units. A concern for Ms. Roskowiak is storm water management and run off stating she doesn't want her property, or her parent's property, to be negatively affected by this development. City Engineer, Shawn Louwagie discussed the proposal stating there will not be storm water or run off negatively affecting their properties.

Ryan Rosenow, 9216 Darrow Avenue SE, stated Darrow Avenue is a heavy agriculture road. It is heavily traveled by large tractors and stated he felt the new design could cause issues. Mr. Rosenow questioned if the new intersection would be a four-way intersection? Shawn Louwagie discussed the proposed layout of the intersection. Mr. Rosenow asked the City to consider the size of the vehicles that currently use the road when designing the development. Alan Brixius stated the road will be designed and is intended to allow large vehicles, including farm equipment. Mr. Rosenow stated he felt moving Darrow to a new intersection will improve safety. In addition, Mr. Rosenow asked the City to consider installation of sidewalks to connect to the City. Shawn Louwagie stated there will eventually be a trail connection to Westridge Hills; in the interim, there is a connection through Highland Ridge.

Susan Neisen stated she was completely unaware of the discussion of trail access and a trails plan. Alan Brixius discussed the City of Delano's Comprehensive Plan and Parks and Trails Plan which shows the trail corridors along County Road 30. Ms. Neisen discussed her property along the north side of County Road 30 and questioned why Lennar Homes did not purchase her entire property. Alan Brixius stated he is unaware of the private conversations between Ms. Neisen and Lennar Homes and cannot answer the question.

Chairman Jon Krieg called for additional public comment three times. None was heard.

Motion by Jeff Demeules, seconded by Jeremy Clarke to close the public hearing; motion

carried.

Jeremy Clarke questioned the HOA documents. Alan Brixius stated at the time of final plat approve the HOA documents will be approved.

Motion by Jeff Demeules, seconded by Wayne Bekkala to approve the request from Greywood for Development Stage PUD and Preliminary Plat; motion carried.

B. KLN - Conditional Use Permit (Outdoor Storage) and Site and Building Plan Review
Attachments: Exhibit A | Exhibit B | Public Hearing Notice

KLN Foods, Inc. has submitted plans calling for the construction of a 201,000 square foot processing/warehouse facility upon a 23-acre site located south of U.S. Highway 12 and west of McKinley Parkway. The development plans call for several future expansions which total an additional 273,080 square feet (which would result in a 474,080 square foot structure at full build-out).

The applicants have indicated that such expansions are expected to take place within the next five years to ten years. The subject site is zoned I-1, Limited Industrial, which lists manufacturing, production, warehousing and office uses as permitted uses. The I-1 District also allows accessory outdoor storage by conditional use permit.

Based on the preceding review, the following is recommended:

Approval of site and building plans subject to the following conditions:

1. The City approves the Delano West Metro Business Park Second Addition final plat.
2. The submitted development plans be revised to match the configuration of the lot depicted in the Delano West Metro Business Park Second Addition final plat.
3. The City Engineer provides comment and recommendation regarding the acceptability of the proposed site access points.
4. The proposed building shall not exceed 48 feet in height.
5. Building elevations be submitted which illustrate building materials, building height, location and height of all roof top equipment, screening of roof top equipment.
6. The site plan be revised to illustrate “proof of parking” areas, the property owner shall enter into an agreement with the City which requires the construction of additional off-street parking in the “proof of parking” area if the City determines that there is a need for more on-site parking.
7. The site plan is modified to illustrate not only future building expansion areas but related off-street parking areas as well.
8. In accordance with the Minnesota Council on Disability, the site plan shall be modified to illustrate parking stalls which are to be reserved for use by disabled persons (for 146 parking stalls, 5 disability stalls are required).
9. Future building expansions shall be subject to site and building plan review procedures.
10. A lighting and photometric plan shall be provided. Such plan shall illustrate the location of all exterior lighting sources and demonstrate compliance with City lighting standards.
11. All trash handling equipment shall be screened from view from neighboring properties and

adjacent street rights-of-way.

12. The following landscaping-related conditions shall be satisfied:

a. A separate landscape plan drawing upon which detailed landscaping information is conveyed.

b. The landscape schedule shall be expanded to specify all proposed plant species, quantities and sizes.

c. Intensive screening shall be provided along the perimeter of the loading area such that loading, trash handling and outdoor storage activities are screened from McKinley Parkway or future street.

d. Ground covers which are proposed upon the site shall be identified.

e. A plan shall be in place for seeding, germination, and long-term management of low maintenance ground cover areas.

f. Turf areas are to be irrigated; it shall be so indicated on the plan.

13. All site signage shall comply with applicable Ordinance requirements and be subject to permit.

14. The grading and utility plan shall be subject to review and comment by the City Engineer.

15. The site plan shall show the locations of snow storage areas.

16. Comments of other City Staff.

Approval of the conditional use permit (to allow accessory outdoor storage) subject to the following conditions:

1. The City approve site and building plans as referenced above.

2. The outdoor storage area shall be used exclusively for the storage of semitrailers. All trailers on the site shall be locked and secured. No fencing will be required.

3. The applicants shall provide a plan to screen the storage area from adjoining streets and neighboring properties. Such screening plan shall be subject to review and approval by City Staff.

4. The outdoor storage of semi-trailers shall be limited to the areas identified on the approved site plan for such activity.

5. The outdoor storage area shall not be used for the storage of hazardous materials as defined by federal or state environmental laws.

Dale Graunke questioned who many trucks will be running from the facility. A representative from KLN discussed the proposal stating there will be an estimated twenty trucks per day. Mayor Graunke stated of those twenty trucks, how many will head east? They estimate 95% of the trucks will be heading east; primarily during the day but will be consistent around the clock.

Motion by Wayne Bekkala, seconded by Jon Krieg to open the public hearing to consider request from KLN for a Conditional Use Permit (Outdoor Storage) and Site and Building Plan Review; motion carried.

Chairman Jon Krieg called for public comment three times; none was heard.

Motion by Jeremy Clarke, seconded by Jeff Demeules to close the public hearing; motion carried.

Alan Brixius stated the resolution included in the Planning packet had been updated and recommended approving the amended version which included an added condition.

Motion by Jon Krieg, seconded by Jeff Demeules to approve the request from KLN for a Conditional Use Permit (Outdoor Storage) and Site and Building Plan Review; motion carried.

- C. West Metro Business Park 2nd Addition - Preliminary Plat and Final Plat *Attachments:*
Exhibits | Public Hearing Notice

In response to land area requirements of two pending business park development projects (namely Landscape Structures and KLN), the City of Delano has initiated a replat of the Delano West Metro Business Park First Addition subdivision. In this regard, the City has requested simultaneous preliminary and final plat approval of a two-lot preliminary/final plat entitled “Delano West Metro Business Park Second Addition”.

Approved by the City in 2018, the Delano West Metro Business Park First Addition overlays 27.5 acres of land located south of U.S. Highway 12 and west of McKinley Parkway. The subdivision is comprised of a 4.0-acre lot (Lot 1, Block 1) and a 23.5-acre outlot (Outlot A) which was intended to be reserved for future development.

The amended plat incorporates an additional 11.7 acres of land located west of the First Addition subdivision. The inclusion of the additional land is necessary to accommodate the land area needs of two referenced development projects.

The proposed subdivision serves to implement City’s goal of developing the new Delano West Metro Business Park. The plat calls for the creation of two lots which are expected to accommodate two new business facilities in 2019.

In review of the preliminary/final plat, we find that it meets the City’s zoning and subdivision regulations and recommend approval subject to the following conditions.

1. Direct driveway access to Lot 1, Block 1 from U.S. Highway 12 shall be prohibited.
2. Street-related issues, including the need for a temporary cul-de-sac turnaround, be subject to further comment and recommendation by the City Engineer.

Motion by Jeremy Clarke, seconded by Jeff Demeules to open public hearing to consider request from the City of Delano for preliminary and final plat of West Metro Business Park 2nd Addition; motion carried.

Chairman Jon Krieg called for public comment three times; none was heard.

Motion by Wayne Bekkala, seconded by Jeff Demeules to close the public hearing; motion carried.

Motion by Jeff Demeules, seconded by Jon Krieg to approve the request from the City of Delano for preliminary and final plat of West Metro Business Park 2nd Addition; motion carried.

6. New Business

7. Old Business

- A. Discuss Rental Housing Code *Attachments*: April, 2018 Planner Report | Property Maintenance Code | Proposed Ordinance

Due to time constraints, this item will be discussed at the April Planning Commission meeting.

8. Updates and Future Land Use Development Applications

9. Other Business

10. Adjournment

There being no further business to discuss the regular meeting of the Delano Planning Commission meeting of Monday, March 18, 2019, was adjourned.