

**MINUTES  
CITY OF DELANO  
Planning Commission  
Monday, April 8, 2019  
7:00 PM**

**1. Call to Order**

Delano Planning Commission Chairman, Jon Krieg, called the regular meeting of the Delano Planning Commission of Monday, April 8, 2019, to order at 7pm.

**2. Roll Call**

**Members Present:** Jon Krieg, Chair; Commissioners Wayne Bekkala, Jeff Demeules, Angela Kalthoff, Jeremy Clarke, Dan Menk and Nat Malen

**Also Present:** Alan Brixius, City Planner; Dale Graunke, Mayor/Council Liaison; Scott Dornfeld, Building Official; Paula Bauman, Admin. Services Coordinator

**3. Election of Officers**

A. Chair

**Motion by Jeff Demeules, seconded by Angela Kalthoff to appoint Jon Krieg as Chairperson to the Delano Planning Commission; motion carried with Jon Krieg abstaining.**

B. Vice Chair

**Motion by Jon Krieg, seconded by Jason Franzen to appoint Jeremy Clarke as Vice-Chairperson to the Delano Planning Commission; motion carried with Jeremy Clarke abstaining.**

C. Secretary

**Motion by Jon Krieg, seconded by Jeremy Clarke to appoint Jeff Demeules as Secretary to the Delano Planning Commission; motion carried with Jeff Demeules abstaining.**

**4. Approval of Agenda**

**Motion by Jon Krieg, seconded by Jeff Demeules to approve the agenda as submitted; motion carried.**

**5. Minutes**

**Motion by Jon Krieg, seconded by Angela Kalthoff to approve the minutes with changes submitted by Jon Krieg; motion carried.**

A. January 14, 2019

B. March 18, 2019

## 6. Public Hearing

- A. Aquatix by LSI - Site and Building Plan Review and CUP *Attachments*: Plans | Engineering Report | Public Hearing Notice

Aquatix and Landscaping Structures has submitted an application for a conditional use permit / planned unit development and a building and site plan review to allow for the construction of two Industrial buildings on a 14.8 acre site located west of McKinley Parkway on Lot 1 Block 2 of the Delano West Metro Business Park Second Addition.

The first phase of development consists of a 106,424 sq. ft. industrial building that will house Aquatix and Landscape Structures. The site plan also shows a future 48,548 expansion of the first phase building and second principal building having 84,000 sq. ft. of floor area on the south end of the site.

The subject site is zoned I-1, Limited Industrial, which lists manufacturing, production, warehousing, and office uses as permitted uses. The site zoning ordinance allows for multiple principal buildings on a site with a conditional use permit / planned unit development. The plans also propose a future outdoor storage area which would also need a conditional use permit in the I-1, Limited Industrial zoning district.

Based on the preceding review, we recommend approval of the CUP/PUD and the site and building plans with the following conditions.

1. The CUP/ PUD is approved the areas of future development and future uses are approved in concept. This does not convey any development rights. These areas and items shall require separate future development applications. The size, configuration and location of future uses will be evaluated on their ability to meet the applicable Delano zoning code performance standards.
2. The City Engineer approval of location, design and traffic visibility of the site access points.
3. The City approves the construction of 95 parking stalls with the first phase building, contingent of the applicant agreeing to enter into a proof of parking agreement requiring the applicant to construct additional parking in approved proof of parking areas at the notification of the city. On-site parking in non- approved parking areas and on-street parking shall be prohibited and grounds for requiring additional on-site parking.
4. Applicant shall identify the location of trash handling equipment. If outdoors, the equipment and trash closure shall be identified and demonstrate compliance with the City's zoning standards.
5. Rooftop equipment and proposed screening plans shall be submitted and be included on building elevation plans for review.
6. Applicant shall provide building plans and elevations for the outdoor covered storage structure.
7. Grading Plan is approved subject to the City Engineer comments.

8. The applicant shall receive written permission from the adjoining property owner for grading off-site. Applicant shall provide a copy of the written permission to the city.

9. The utility plan shall be revised to provide a hydrant on the west side of the site to meet hydrant spacing standards.

10. The utility plans shall be subject to the recommendations of the City Engineer.

11. The landscape plan shall address the following issues

a. Provide additional understory shrubs in gaps between trees along the future public street where the parking lot elevation matches the street grades to screen headlights from the parking lot.

b. Provide addition screening of the eastern proof of parking area along McKinley Parkway between the gaps in the trees.

c. Provide a planting and long-term maintenance plan for the no-mow areas of the site. Planting plan must include erosion control and slope stabilization in areas of steep slopes.

d. Snow storage areas shall be identified on the landscape plan to avoid snow storage damaging or killing in-place landscaping.

12. All site signage shall comply with applicable Ordinance requirements and be subject to permit. We would recommend a comprehensive sign plan for the side.

13. All exterior lights shall be 90-degree cutoff fixtures with shielded light source.

Jon Krieg questioned if the landscaping will affect the size of trees that will be planted. Alan Brixius stated staff will look at where the landscaping is to the proximity of the parking lot. This will be determined when the parking lot is constructed.

Wayne Bekkala reference the noted fill area and questioned if staff will receive compaction information. Brixius stated this can be added as a condition.

**Motion by Jeff Demeules, seconded by Angela Kalthoff to open the public hearing to consider application received by Aquatix by LSI for a Site and Building Plan Review and CUP; motion carried.**

Mike Bauer, Bauer Design Build, referenced the conditions listed by Alan Brixius within his planners report highlighting the requirement to eliminate one entrance. Mr. Bauer stated he is against eliminating an entrance stating the lot was designed to separate vehicle traffic from truck traffic. Alan Brixius recommended leaving this concept as a concept only and look at after finished grading and building placement. Bauer stated this building will be a multi-tenant building and recommending deferring this issue to engineering.

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

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

**Motion by Jon Krieg, seconded by Jeff Demeules to approve the application received by Aquatix by LSI for a Site and Building Plan Review and Conditional Use Permit; motion carried.**

B. Ordinance Amendment - Outdoor Sales and Display Areas in an I-1 and I-2 Districts  
*Attachments:* Ordinance | Public Hearing Notice

In the past, limited outdoor sales and display areas was allowed in Industrial zoning districts. With the 2006 zoning ordinance update, this provision was omitted. Recent development proposals have included areas to display merchandise, products or equipment used or produced on-site. This is not currently allowed in the I-1 or I-2 districts. In order for these proposals to include outdoor sales and display areas on site, the city must first approve an ordinance to allow for outdoor sales and display areas in both industrial districts.

The proposed ordinance amendment would include the following changes under Section 51.30 and Section 51.31 Subd E:

4. Limited accessory outdoor sales and/or rental displays of product or equipment used or produced on-site subject to the following conditions:

- a. The area of the accessory outdoor sales and/or rental display shall not exceed five percent of the gross floor area of the principal building or tenant bay, or 2000 square feet whichever is less, as applicable. The sales/rental display area shall be defined on the site or on a site plan in a measurable form so the zoning administrator may verify the size of the approved sale/rental display area.
- b. Outdoor sales/rental display areas shall have a paved surface consisting of asphalt, cobblestone, paver block, or concrete. No sales/rental display shall be located in a landscaped area of the site.
- c. Outdoor sales/rental display areas shall be set back ten feet from any lot line.
- d. Outdoor sales/rental display areas shall be located on the site in a manner that does not interfere with on-site parking or traffic circulation.
- e. All lighting shall be hooded and so directed that the light source shall not be visible from the public right-of-way or from neighboring residences and shall be in compliance with section 51.03 Subd. D (2) of this Ordinance.
- f. Adequate parking remains after establishing the sales/rental display area to meet the requirements of section 51.03 Subd. E of this Ordinance.

Staff is recommending that the city adopts an ordinance for the allowance of outdoor sales and/or rental displays of product or equipment used or produced on-site for both the I-1 and I-2 Districts. This will be an allowed use by an administrative permit and will have to follow all requirements to be implemented.

Brixius stated this is already a requirement within commercial districts but not within industrial districts.

**Motion by Jeff Demeules, seconded by Angela Kalthoff to open the public hearing to consider an Ordinance amendment regarding outdoor sale and display areas within the I-1 and I-2 Districts; motion carried.**

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

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

Jeff Demeules stated he felt this should be looked at on an individual basis instead of creating

on ordinance. Jeremy Clarke questioned if this has been requested by business owners within town. Alan Brixius discussed one business that has outdoor sales.

**Motion by Jeff Demeules, seconded by Jeremy Clarke to deny the proposed ordinance amending outdoor sale and display areas within the I-1 and I-2 Districts; motion carried.**

## **7. New Business**

## **8. Old Business**

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

The Delano Rental Housing Ordinance has been discussed and reviewed by the Delano Planning Commission in the past. Brixius summarized past discussion and highlighted previous Council discussion. Angela Kalthoff questioned how this inspection process is different than an inspection done prior to selling a house. Scott Dornfeld discussed the process stating inspectors are specifically looking for code issues and not cosmetic issues.

Alan Brixius stated this will be discussed by City Council at their special workshop in April. For formal approval, it will return to a regular Council meeting during a public hearing. This public hearing will be published in the local paper, along with notification sent to property owners of rental properties.

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

## **10. Other Business**

## **11. Adjournment**

There being no further business to discuss, the regular meeting of the Delano Planning Commission of Monday April 8, 2019, was adjourned.