

**MINUTES**  
**CITY OF DELANO**  
**City Council/Economic Development Authority**  
**Tuesday, March 21, 2017**  
**7:00 PM**

**1. Call to Order**

Mayor Graunke called the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, March 21, 2017, to order at 7:00pm.

**2. Roll Call & Approval of Agenda**

**Members Present:** Dale Graunke, Mayor; Councilmembers Betsy Stolfa, Jason Franzen, Holly Schrupp, and Jon Sutherland

**Also Present:** Phil Kern, City Administrator; Shawn Louwagie, City Engineer; Alan Brixius, City Planner; Makenzie Krause, Administrative Intern; Paula Bauman, Recorder

**3. Minutes**

**4. Speaker, Presentations & Awards**

A. Carol Plocher, Library Services Coordinator for Great River Regional Library - Delano

Carol Plocher thanked the Council for their support of the Delano Library. Ms. Plocher stated her last day with Library will be on Thursday, March 23, 2017, and introduced Theresa Jacobs, who will fill her position. Ms. Jacobs approached the Council and introduced herself and gave a brief background.

Council welcomed Ms. Jacobs and thanked Carol for her years of service and dedication. Mayor Graunke and Council then presented Ms. Plocher with a plaque.

B. Recognition of Deputy Caleb Gregoire and Cheryl Vonberge

On Sunday, February 13, 2017, a passerby by the name of Cheryl Vonberge, called Wright County dispatch to report a fire at 8177 County Line Road SE, in Delano. Deputy Caleb Gregoire, from the Wright County Sheriff's Office, was the first responder. Deputy Gregoire entered the home and found the homeowner unresponsive and pulled him out of the house. The Delano Fire Department responded to the scene. The Council recognized Cheryl Vonberge and Deputy Caleb Gregoire for their quick action in an emergency response situation and presented both a plaque thanking them.

**5. Consent Items**

A. City

**Motion by Betsy Stolfa, seconded by Holly Schrupp to approve the purchase of workstation computers. Motion carried.**

1. Approve workstation computer purchases.

**6. CITY STRATEGY No. 1: Provide and proactively facilitate the delivery of quality public and community services in a planned, fiscally responsible manner.**

A. Presentation and update from the Wright County Sheriff's Office.

Sheriff Hagerty and member of the Wright County Sheriff's Department presented the 2016 activity report.

**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.**

A. Review and approve options for the downtown parking lot. *Attachments:* Existing Conditions | Proposed Locations

Mayor Graunke recused himself from the meeting and Mayor Pro-tem, Betsy Stolfa, took over the meeting.

As part of the 2016 Street Reconstruction Project, the parking lot off of 2<sup>nd</sup> Street, between Bridge Avenue and Railroad Avenue is planned to be resurfaced and redesigned. Part of this reconstruction will require two utility boxes to be relocated; Staff has worked to plan a new site for these boxes. Staff is recommending moving these boxes to the newly created median within the new parking lot and along side the alley near Rieders Meat Market. Both locations would allow the boxes to be away from traffic allowing full traffic flow.

Council discussed the proposed locations, discussing snow removal and traffic flow.

**Motion by Jason Franzen, seconded by Jon Sutherland to approve the recommended locations for the transformer locations. Motion carried with Holly Schrupp abstaining.**

**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 request from Otto Associates and Lennar Corporation for a final plat approval for the Highland Ridge Hills 4th Addition. *Attachments:* Exhibits

Otto Associates and Lennar Corporation are requesting a final plat approval for the Highland Ridge 4<sup>th</sup> Addition. The preliminary and final plat approval occurred in January, 2005. With this application, the applicant is requesting approval for 15 single family residential lots.

The proposed 4<sup>th</sup> Addition final plat is consistent with the preliminary plat, but is inconsistent with the current R-2 Zoning. Two proposed corner lots are slightly undersized and require

variances from the Zoning Code to approve the final plat.

The site will be accessed via Davidson Avenue SE. The applicant has provided four on-street parking spaces along Franklin Avenue for the future park. To provide adequate access to the park, the applicant must construct an additional four parking spaces along Franklin Avenue, east of the existing parking.

Based on the review of this final plat, staff recommends approval of the Highland Ridge 4th Addition final plat with the following conditions:

### **General**

1. The applicant shall comply with the City Engineer recommendations outlined in their memorandum dated March 8, 2017.
2. The applicant shall enter a development agreement.
3. Approval of variances from required lot depth and area for Block 4, Lot 8 and Block 3, Lot 1.
4. Block 3, Lot 1 and Block 2, Lot 3 shall take access off Franklin Avenue and no other street.
5. The applicant shall coordinate with the Delano Post Office for the required mailbox cluster.
6. The approval is tied to the plans submitted on February 8, 2017; any change in plans will require a new approval. Park Dedication
7. The applicant shall pay park dedication fee of \$1,868 per unit.
8. The applicant shall grade the adjacent park per the concept plan and the grading plan prepared by the City Engineer. Sanitary Sewer and Watermain
9. Small utilities must be single trench install.
10. Air test will be required on the sanitary sewer which will have sanitary services extended.
11. Hydrostatic pressure test will be required for the watermain will contain new water service connections.
12. Future water service curb stop locations shall be located to avoid placement in the proposed driveways.
13. The catchment basin on the northeast side of Block 2, Lot 1, must be shown under easement. 10 foot easements must be shown to 4th Street on both sides of the lot line for adequate access.

### **Grading and Landscaping**

14. Lots 6, 7, and 8 of Block 4 must be graded to drain south to the catchment basin area.
15. The applicant shall grade and seed the park area south of the Franklin Avenue/4th Street intersection.
16. Proposed drainage swale north of 3rd Street must be graded at a minimum 2.0% slope with any future phase of development.

### **Electrical**

17. Coordinate street lights with Delano Municipal Utilities. The applicant shall be responsible for costs of street light installation.

### **Streets and Sidewalks**

18. 5th Street W will have a temporary cul-de-sac for access.

19. The applicant must construct an additional four on-street parking spaces along Franklin Avenue, east of the existing parking extending to the lot line of Block 4, Lot 1.
20. Pedestrian access must be maintained to cross Franklin Avenue between the proposed on-street parking on Franklin Avenue, and the requested parking described above. This could include a pedestrian island, a bump out, or another feature.
21. The applicant shall install a sidewalk south of the requested on-street parking spaces on Franklin Avenue.
22. Adjust pedestrian curb ramp on the NW corner of Franklin Avenue and 4th Street to direct pedestrians directly across street and not at an angle.

Council discussed the location of the development and its proposed park. Betsy Stolfa questioned if the park lines up with the Clover Springs Park and if it will be a neighborhood park. Brixius stated there will be a trail connection from Highland Ridge to Clover Springs development and its park. The park within Highland Ridge will be considered a neighborhood park and not a large City park.

1. Adopt RESOLUTION approving the Final Plat and Variances for Highland Ridge 4th Addition within the City of Delano.

**Motion by Holly Schrupp, seconded by Betsy Stolfa to adopt Resolution R-17-07 approving the Final Plat and Variances for Highland Ridge 4<sup>th</sup> Addition within the City of Delano. Motion carried 5-0 by roll call vote.**

- B. Consider request from Adam King, The King's House Restaurant and Bar for a Site and Building Plan Review and Variance for property located along Babcock Boulevard/US Highway 12. *Attachments:* Exhibits

The King's House Restaurant and Bar has submitted an application for a building and site plan review and variance for property located along Babcock Blvd / U.S. Hwy. 12. The proposal includes a restaurant and bar, a building addition, a banquet room, and a patio / outdoor dining area.

The site is zoned B-3, Highway Business District. Under the B-3 zoning district, a restaurant is an allowed use. The site is currently occupied by a stand-alone building with approximately 2,853 square feet of floor area. The site is adjacent to B-2 zoning to the east; I-2 zoning to the south; B-3 zoning to the west; and B-2 to the north (across Babcock Blvd).

Brixius stated based on our review of the plans submitted on behalf of King's Restaurant and Bar dated February 20, 2017, we recommend the following:

Site Plan and Variance. Staff recommends approval of the site plans dated February 20, 2017 with the following conditions:

1. The trash enclosure be sized to accommodate all building / restaurant waste / recycling equipment. Outdoor storage of any waste equipment is prohibited.
2. The new Highway curb cut is approved subject to: a. MnDOT approval b. The applicant

provides a cross access easement agreement with property owner to the east over the curb cut and records the agreement with the Wright County Recorder. c. The applicant provides a curb cut maintenance agreement established between the two property owners and records the agreement with the Wright County Recorder.

3. The applicant provides a semi-truck maneuvering template showing that large trucks can move through the site and service the restaurant.
4. All disturbed areas shall be landscaped with seed, sod, or other approved landscaping materials before the issuing of a certificate of occupancy.
5. The applicants shall submit a SWPPP to be reviewed by the City Engineer.
6. The City Fire Chief reviews the fire connections.
7. The site plan shall be updated to show a snow storage plan, or the applicant shall provide a narrative on how snow will be removed from the property. Conditional Use Permit for Exterior Building Materials. Staff recommends approval of the conditional use permit with the following conditions: 1. The materials must match the existing building in color and material type.

Conditional Use Permit for Outdoor Dining. Staff recommends approval of the conditional use permit with the following conditions:

1. Conditional Use Permit for outdoor dining is approved provided the applicant submit a scaled plan detailing the outdoor dining that shows the following: a. The outdoor dining is not larger than 30% of the outdoor customer service area (dining and bar space). b. Detail layout of table and seating with a 36-inch aisle between seating and tables. c. Fence location and detail illustrating the outdoor dining enclosure. Access solely through the restaurant and an exit gate.

Jon Sutherland questioned the reason for limiting the outside seating if the owner is requesting it larger. Brixius stated the Mayor had also asked the question stating the current code lists 30% and view outdoor dining as an accessory. The 30% requirement can be adjusted. Council recommended discussed the requirement further at a future meeting.

1. Adopt RESOLUTION approving a Site and Building Plan Review, Side Yard Setback Variance, Conditional Use Permit for Outdoor Dining, and Conditional Use Permit to allow building materials not listed as approved for a restaurant located at 725 Babcock Boulevard East, within the City of Delano.

**Motion by Betsy Stolfa, seconded by Jon Sutherland to adopt Resolution R-17-08 approving a site and building plan review, side yard setback variance, conditional use permit for outdoor dining, and conditional use permit to allow building materials not listed as approved for a restaurant located at 725 Babcock Boulevard East, within the City of Delano. Motion carried 5-0 by roll call vote.**

- C. Consider request from Industrial Louvers for a Site and Building Plan review for property located at 511 7th Street South, in the City of Delano. *Attachments:* Exhibits

Industrial Louvers has submitted an application for a building and site plan review for property located at 511 7th Street South in the City of Delano. The proposed site plan is for a building

expansion. The proposed addition will include 41,999 square feet of manufacturing space; 16,332 square feet of warehousing space; and 6,987 square feet of office space.

**Curb Cut Access.** The applicant is proposing three curb cuts (all are existing). It should be noted that one of the existing curb cuts is off the property and is used jointly with the Landscape Structures property. The curb cut that accesses Babcock Blvd / U.S. Hwy. 12 is an existing curb cut and will be allowed to remain in place. The applicants have indicated that their intended use of this curb cut is for semi-truck access only into the property only.

The proposed drive access does not meet the five-foot required setback on the east side. This is a result of the curb cut location and thus, no variance is required. The curb cut and drive aisle shall be designed and properly signed "truck access only".

**Loading Area.** The site plan shows a loading area with three loading bays and three overhead doors. By code, an industrial building of this size is required to have two loading bays. The plan is compliant with the City's requirements.

Based on our preliminary review of the plans submitted on behalf of Industrial Louvers dated February 7, 2017, we offer the following recommendations:

**Rezoning:** Approval of the rezoning from R-E Single Family Estate Residential to I-2 General Industrial.

**Subdivision.** The applicant submits plans for a preliminary and final plat for Staff and Council review with the following included: 1. New lot and block numbers. 2. Drainage and utility easements around the perimeter of the plat. 3. Easement for the new watermain. 4. An application for drainage and utility easement vacation if deemed necessary.

**Site and Building Plan.** Approval of the site and building plans dated February 7, 2017 with the following conditions:

1. The site plan shall be updated to include a trash enclosure, or the applicant shall provide a narrative that states that all trash handling equipment shall be stored indoors.
2. The site plan remove the proof of parking area.
3. The applicant enters into an agreement with the City that states the property owner shall be responsible for the maintenance of the storm water holding tank.
4. The applicant provides a snow storage / removal plan.
5. The applicant adhere to the recommendations of the City Engineer's report dated March 8, 2017.
6. The curb cut onto Highway 12 is approved by MnDOT and is design and signed as truck access only. This curb cut is not intended for employee or customer traffic.
7. The landscaping plan be updated to include the following: a. Additional landscape screening shall be added to the northeast part of the property near the cul-de-sac. b. Additional landscaping shall be added along the north property line to screen the loading area from Babcock Blvd. The applicant may opt for fencing to accommodate the retaining wall.
8. All turf areas that are disturbed by site grading and building construction must be restored by either sodding or seeding before a certificate of occupancy is issued.

1. Adopt RESOLUTION approving a Zoning Map Amendment, Replat, and Site and Building Plan Review for Industrial Louvers, Inc. at 511 7th Street South, within the City of Delano.

**Motion by Holly Schrupp, seconded by Jon Sutherland to adopt Resolution R-17-09 approving a Zoning Map Amendment, Replat and Site and Building Plan review for Industrial Louvers, Inc., at 511 7<sup>th</sup> Street South, within the City of Delano, Minnesota. Motion carried 5-0 by roll call vote.**

2. Adopt ORDINANCE amending the City of Delano Zoning Map within the City of Delano.

**Motion by Betsy Stolfa, seconded by Jon Sutherland to adopt Ordinance O-17-03 amending the City of Delano Zoning Map within the City of Delano. Motion carried.**

**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. Minutes of the Delano Planning Commission meeting of Monday, February 13, 2017.

**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**

**16. Communications & Announcements**

**17. Claims**

A. City Claims | By Account

**Motion by Holly Schrupp, seconded by Betsy Stolfa to approve the City Claims as submitted. Motion carried.**

B. EDA Claims

**Motion by Jason Franzen, seconded by Jon Sutherland to approve the EDA Claims as submitted. Motion carried.**

**18. Adjournment**

There being no further business to discuss, the regular meeting of the Delano City Council/Economic Development Authority meeting of Tuesday, March 21, 2017, was adjourned at 8:35pm.