

MINUTES
CITY OF DELANO
City Council/Economic Development Authority
Tuesday, December 18, 2018
7:00 PM

1. Call to Order

Mayor Graunke called the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, December 18, 2018 to order at 7:00pm.

2. Roll Call & Approval of Agenda

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

Members Absent: Holly Schrupp, Councilmember

Also Present: Phil Kern, City Administrator; Alan Brixius, City Planner, Shawn Louwagie, City Engineer; Paula Bauman, Administrative Services Coordinator; Madison Hagenau, Management Assistant; Sabrina Hille, Administrative Intern

Motion by Betsy Moran, seconded by Jon Sutherland to approve the agenda as submitted; motion carried.

3. Minutes

Motion by Jason Franzen, seconded by Betsy Moran to approve the minutes as submitted; motion carried.

- A. Minutes of the Local Board of Appeal and Equalization meeting of Tuesday, April 24, 2018 | Summary minutes for publication
- B. Minutes of the special joint workshop of the Delano City Council and Water Light and Power Commission of Tuesday, June 12, 2018 | Summary minutes for publication
- C. Minutes of the special workshop of Tuesday, September 25, 2018 | Summary minutes for publication
- D. Minutes of the special workshop of Tuesday, October 30, 2018 | Summary minutes for publication
- E. Minutes of the Delano City Council/Economic Development Authority meeting of Tuesday, December 4, 2018
- F. Minutes of the special joint workshop of the Delano City Council and Water Light and Power Commission of Tuesday, December 11, 2018 | Summary minutes for publication

4. Speaker, Presentations and Awards

5. Consent Items

A. City

Motion by Betsy Moran, seconded by Jon Sutherland to approve the consent items as submitted; motion carried 4-0 by roll call vote

1. Adopt resolution designating a polling place for the calendar year of 2019
2. Consider request from Corey Vanderhoff, Brickside Grille and Tap, for an On-Sale and Sunday On-Sale Liquor License
3. Pay Request No. 1 for the Wallace Street Levee Removal Project
4. Consider employee salary and benefit changes for 2019
5. Motion approving Public Works items to be auction via Elsnpeter auctions
6. Consider resolution amending R-13-25 regarding reimbursement for computer purchases

Council discussed the proposed changed and agreed to remove “Cell Phone” as an acceptable device and leave the stipend amount at \$800.

Motion by Betsy Moran, seconded by Jon Sutherland to adopt resolution R-18-43 approving reimbursement to Mayor and City Councilmembers for the purchasing of electronic devices and related equipment; motion carried 4-0 by roll call vote.

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**

- A. Council update on meeting with Wright County Staff regarding upcoming projects identified within the County's Capital Improvement Plan (CIP)

County road 30 McKinley Parkway to County Road 13. Discussed potential developments: Highland ridge, Hartman Properties. Shawn Louwagie reviewed the concept of Hartman Communities Concepts, intersection improvements at County Road 30 and previous Darrow Avenue/Co. Rd. 30.

Project participants include Wright County with the City of Delano acting as project lead. This would require a cooperative agreement between the City/County. The project will include street reconstruction and intersection design (McKinley Parkway and Darrow Avenue); along

with property acquisition in some areas. County has stated they would be willing to take the lease on property acquisition portion of the project. The city would need to start design and timeline

Shawn Louwagie discussed wetland impacts; desktop review can be done in winter months, delineation will be done in spring.

Project costs sharing. Cost responsibility indicated in the Wright county Cost Participation policy. Generally, Wright County owns CSAH 30 improvement cost. The General City of Delano owns updates to intersecting street costs (McKinley North/South, Darrow Avenue) Funding source options are currently being analyzed (State Aid, grants, etc). Phil Kern stated the County will not use State Aide Funds. They'll use sales tax funds. From the City perspective, we'll use State Aide Funds – that would be our funding source for the project. A large amount of our costs will be borne of the development costs. Kern discussed further. The additional city costs things above and beyond a typical county road. County Road 30 is currently curb and gutter. Do we continue? If we do, we'll need to pay for them and not the County. We'll need to decide this in January and February.

Jon Sutherland is there a plan for a detour? Shawn Louwagie briefly looked at it but until we decide to move forward he will look into further.

Shawn Louwagie discussed conceptual schedule:

January:

- A. Delano Council decide if the project is City led
- B. Wright County Staff updates County transportation Board, shifts projects on the County CIP

January – July:

- A. Project design
- B. Property acquisition (Can be up to 6-month process from point of need identification)
- C. Project award/construction start dependent on property acquisition

This item will be discussed further at the January 2019 meeting.

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 Delano Land Development, LLD., for a preliminary plat of a 96 lot, single-family residential subdivision named "Liberty Landing". In addition, a rezoning of subject property and floodplain district map amendment. *Attachments:* Public Hearing Notice | Exhibits A-G | Exhibits H-N

Delano Land Development, LLC has requested preliminary plat approval of a 96 lot, single family residential subdivision entitled "Liberty Landing." The subject site overlays 67.57 acres of land located along County Road 16, between the Fox Meadows subdivision and the Crow River. The eastern one-half of the subject site lies below the 100-year flood elevation of the Crow River and is unbuildable. In conjunction with the preliminary plat request, the applicants have requested the rezoning of the subject property from R-A, Rural/Agricultural to R-5, Single and Two Family Residential. To be noted is that, while the R-5 zoning district makes an allowance for two family dwellings, all proposed dwellings are to be single family detached units and no two-family dwellings are proposed. The applicant is also seeking an amendment to the 100-year flood fringe boundary.

Rezoning. Approval of the requested change in zoning from R-A, Rural/Agricultural to R-5, Single and Two Family Residential based on the following findings:

1. The zoning change is consistent with the land use designation and land use description provided in Delano's Comprehensive Plan.
2. The single-family land use is compatible with the existing and planned future land uses in the area.
3. The proposed subdivision design complies with City design standards with the conditions outlined with preliminary plat review.
4. City utilities can accommodate the proposed development.
5. With the conditions outlined in the plat review, streets within the subdivision are adequate to accommodate the proposed land use pattern.

Preliminary Plat. Approval of the preliminary plat and associated plans, subject to the following conditions:

1. The City approve the requested rezoning of the subject property from R-A, Rural/Agricultural to R-5, Single and Two Family Residential.
2. The necessary 100-year floodplain boundary adjustment is approved by the City of Delano and Minnesota Department of Natural Resources.
- 3 Lot 6, Block 5 be established as an outlot at this time and be incorporated into phase 2 development to the north (as part of a standard-shaped, buildable lot).
4. County approval of the plat with regard to R-O-W dedication, access location and county road improvements. Applicant shall be responsible for the cost of all county road improvements.
- 5 Individual lots shall be prohibited from receiving direct access from County Road 16.
6. On-street parking and driveway access shall be prohibited along the north side of Lot 1, Block 1 and the south side of Lot 1, Block 5.
- 7 A temporary cul-de-sac shall be constructed at the north end of the Phase 1 development (Independence Curve).
8. The applicant provides a detail buffer yard plan that address plant locations, height and screening concerns related to the County Road 16 buffer plantings within rear yard drainage areas.
9. All front yard trees shall be located outside the street right-of-way.
10. To improve public visibility into the park, coniferous tree plantings along the park's northern boundary (Liberty Lane frontage) be eliminated or changed to deciduous trees.
11. The demarcation of the park's boundary shall be required to distinguish park land from the

abutting private property in a fashion deemed acceptable to the City.

12. A trail connection into the to park be provided between Lots 10 and 11, Block 2 within a 20-foot wide outlot.

13. A 20-foot wide outlot be provided between Lots 15 and 16, Block 1, within which a second pedestrian connection to the City's future greenway trail and provide a utility corridor extending the utilities to the property to the south.

14. The submitted landscape plan be expanded to include screen/buffer plantings at the periphery of the trails in the following locations:

- A. Between Lots 15 and 16, Block 1
- B. Between Lot 27, Block 1 and Lot 16, Block 4
- C. Between Lots 10 and 11, Block 2

15. An estimate of value for the parkland and proposed park improvements be made and credited against the cash contribution required for the number of lots within the subdivision.

16. The acceptability of the proposed outlots and easements shall be subject to comment and recommendation by the City Engineer.

17. Wetland-related issues shall be subject to further comment and recommendation by the City Engineer.

18. Grading, drainage and utility plans shall be subject to specific review and approval by the City Engineer.

1. Adopt resolution approving the preliminary plat and rezoning for Liberty Landing located along County Road 16, between the Fox Meadow subdivision and the Crow River within the City of Delano, Minnesota

Motion by Jason Franzen, seconded by Betsy Moran to adopt resolution R-18-44 approving the preliminary plat and rezoning for Liberty Landing located along County Road 16, between the Fox Meadow subdivision and the Crow River within the City of Delano, Minnesota; motion carried 4-0 by roll call vote.

2. Adopt an ordinance amendment to the Delano City Zoning Map related to rezoning of parcels within the City of Delano *Attachment: Legal Description*

Motion by Betsy Moran, seconded by Jon Sutherland to adopt ordinance amendment to the Delano City Zoning Map related to rezoning of parcels within the City of Delano; motion carried.

- B. Consider request from Calbrandt Inc., for site and building plan review, side yard setback variance and easement vacation for the proposed construction of a 7040 square foot warehouse/paint building located at 768 Seventh Street South. *Attachments: Public Hearing Notice | Exhibits A-I*

Calbrandt Inc. has requested approval of development applications to allow for the construction of a 7,040 square foot accessory building on their property located at 769 7th

Street South in Delano. The proposed accessory building will provide a paint booth and warehousing needed to accommodate continued company growth. The existing site measures 3.8 acres in size. However, only two acres of the site are buildable due to steep slopes and stormwater ponding on the southern portion of the lot. These physical limitations have presented practical difficulties in siting the proposed accessory building. The applicant's site plan places the proposed accessory building along the west lot line with side yard setback ranging from .5 to .8 feet. To allow this building location, the applicant is requesting the following considerations: 1. Site and building plan approvals 2. Variance from the required I-2 District side yard setback of 10 feet 3. Vacations of the side lot line drainage and utility easement.

Calbrandt Inc has requested approvals for site and building plan, side yard building setback variance, and a drainage and utility easement vacation to allow for the construction of a 7,040 square foot accessory building at their site at 768 7th Street. Based on staff review of building plans dated November 12, 2018 and Civil Site drawings of the same date, we make the following recommendations:

1. The property owner shall survey and delineate the west lot line. The proposed building, including the building footings shall be located entirely on the applicant property.
2. Applicant shall obtain temporary construction easements from Modern Molding for building construction, site grading, site restoration, and landscaping.
3. Applicant shall obtain a permanent access easement from Modern Molding of a sufficient width to access and maintain the west building wall.
4. The accessory building shall be designed to collect all roof stormwater and drain to the south of the building without draining onto Modern Molding.
5. Finished grades along the west side of the accessory building shall be coordinated with Modern Molding drainage patterns.
6. Paint booth shall be vented away from the west lot line.

Site Plan We recommend approval of the Site and Building plans dated November 12, 2018 with the following conditions:

1. Applicant provide the following parking information: a. Number of employees per shift. b. Number of proposed employees in the next 5 years c. Breakdown of building floor space by use (i.e. office, production, warehousing, etc.) d. Description of production process
2. Landscaping plan address: a. Restoration of all areas disturbed by grading and building construction. Turf replacement. b. Replacement of designated protected trees if lost or damaged during grading or construction.
3. Building a. Show location and screening of any rooftop mechanical equipment. b. Vent the paint booth away from Modern Molding c. Building shall include fire suppression system
4. All exterior light fixtures shall be 90-degree cut-off fixtures with shielded light source.
5. Subject to the City Engineer's comments as outlined in the November 29, 2018 technical memorandum.

Easement Vacation. We recommend approval of the requested easement vacation as identified in the easement vacation exhibit and description dated November 9, 2018 with the conditions outlined in the request variance

Jon Sutherland discussed the access easement and its size between Modern Molding and Calbrandt. Alan Brixius stated there is permission and temporary easement for access and building/construction. The agreement is left between the two property owners. Sutherland stated he felt that could be problematic and recommended a document be filed on the property. Brixius stated the easement will be recorded. Sutherland then questioned if the new addition will prohibit building on the adjacent property. Alan Brixius stated it would not.

1. Adopt resolution approving the site and building plan, side yard setback variance, and a drainage and utility easement vacation for the construction of an accessory building located at 769 7th Street South within the City of Delano, Minnesota

Motion by Betsy Moran, seconded by Jon Sutherland to adopt resolution R-18-45 approving the site and building plan, side yard setback variance and a drainage and utility easement vacation for the construction of an accessory building located at 769 7th Street South, within the City of Delano, Minnesota; motion carried 4-0 by roll call vote.

- C. Consider request from Spike's Feed, Seed and Pet Supply for a conditional use permit for building materials, setback variance and site and building plan review for property located at 511 Railroad Avenue. *Attachments:* Public Hearing Notice | Exhibits | Engineer Memo

Alan Brixius discussed proposed expansion to Spike's Feed, Seed and Pet Supply, located at 511 Railroad Avenue. The property is located in the I-2, General Industrial district. This topic was previously discussed as a concept plan review by staff and suggestions were made accordingly. The recent construction and utilization of Railroad Avenue has been taken into effect when determining possibilities for expansion of the business and staff has determined that certain zoning flexibilities are needed to allow the expansion of this business on this site. The property owner has been cooperative in the process for constructing Railroad Avenue and is seeking some assurance that the City street construction will not jeopardize possibilities for their business expansion.

Spike's Feed, Seed and Pet Supply has been at this location for several years and is in need of upgrades including larger buildings, additional grain storage bins, a new conveyor system, retaining walls, a trash enclosure and parking areas. At the site, Spike Seed maintains a manufacturing center, where the company mixes different varieties of seeds and grains as well as packaging the product to sell to retail and wholesale markets. The products will be similar to what they are now, only at a larger scale of production. By having more material capacity, it would allow for a more efficient operation.

The proposed addition to the existing grain elevator building would be expanded to the east and would be approximately 10,169 sf. This would be used for a warehouse operation and to upgrade the mixing and bagging of products.

Round steel grain storage bins are intended to be added to the west of the existing building with thirty-foot diameter bases to store various raw products. A new conveyor system will then be added to connect the storage bins to the existing grain elevator. This would improve

efficiency by adding material storage capacity.

Lastly, the owners are proposing to add a wall enclosure to the west of the existing building to hold small bins containing materials that create the various mixes.

This preliminary plan provides an overview of the project and will serve as an outline for discussion when reviewing the expansion. The timing of site improvement is not immediate, as such if approved; staff is recommending that length of the permit approval be extended from the standard one-year term to five years.

In review of the requested applications Staff offer the following recommendations;

Variance and site plan: Based on the site plans date 10/12 2018, we recommend approval of the site plan with the following conditions.

1. The planning commission and City Council agree with the variance findings of this planning report.
2. The site development shall follow the approved site plan dated 10/12/18.
3. Applicant shall provide a building floor plan that identifies the use of each area of the building and provide off street parking per the City Zoning Code.
4. All parking, driveways, loading areas shall meet the city design standards related to continuous concrete perimeter curbing, paving, and striping of parking stalls.
5. Applicant shall provide a lighting and photometric plan for all exterior lighting said lighting shall meet city standards for light fixture and light levels.
6. Applicant shall provide a site grading, drainage, and storm water management plan for review and approval of the city engineer.
7. The applicant shall comply with the conditions of the December 1, 2018 Technical Memo.
8. Applicant shall provide details for the conveyor system, and plan for the control and/or mitigation of issues related to noise and dust during production times.

Conditional use permit – Exterior materials. Based on the building plans and elevations dated 10/12/18 we recommend approval of the conditional use permit to allow and exception to the I-2 district architectural standards with the following conditions:

1. Applicant provide a narrative and building elevation describing the renovation of the entire site including both the existing buildings, proposed additions, and grain bins related to exterior materials, colors, signs, and other intended structure improvements. At time of building permit submission for review and approval of city Staff.
2. The lower 25% of the north wall of the existing and proposed buildings is clad with an exterior material other than metal. Said material shall be attractive and durable to protect the building from vehicles and snow plowing.
3. The applicant may include spaced bollards between the building and the Railroad Avenue Curb to protect the building from vehicles.

Additional Approvals: Immediate construction is not anticipated. The process of these applications is offered for the applicant's cooperation with the right –of –way dedication and construction of Railroad Avenue. In this regard, staff is recommending the following recommendations to be included with these applications.

1. The term of the application approval is extended from one year to five years, expiring in

December 2023.

2. That with these approvals the applicant's future plans may be approved administratively (City Staff Review) unless the plans significantly change in layout or design. If the applicant and staff cannot agree on the permit approvals the future permit shall be processed through planning commission and council.

Jason Franzen expressed safety concerns stating the edge of the building is two feet from the curb. Brixius discussed the suggested bollards at the corner of the building. Staff will continue to work with the owner to protect the building and those inside.

Council discussed the planned layout of the building and surrounding property discussing the grain bins, concrete walls and parking lot.

Dale Graunke stated he wants to see Railroad Avenue be used for truck traffic discussing complaints received from truck traffic using residential streets.

1. Adopt resolution approving site plan variances and conditional use permit for Spikes Feed, Seed and Pet Supply locating at 511 Railroad Avenue, within the City of Delano, Minnesota

Motion by Jon Sutherland, seconded by Betsy Moran to adopt resolution R-18-46 approving site plan variances and conditional use permit for Spike's Feed, Seed and Pet Supply located at 511 Railroad Avenue, within the City of Delano, Minnesota; motion carried 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.

A. Update from Student Liaison

No update given

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

a. Minutes from Thursday, November 8, 2018

2. Park and Recreation Commission

3. Planning Commission

- a. DRAFT minutes from Monday, September 10, 2018
- b. DRAFT minutes from Monday, October 8, 2018
- c. DRAFT minutes from Monday, December 10, 2018

4. Public Safety Commission

5. Spirit of Community Commission

- a. Minutes from Tuesday, October 9, 2018
- b. Minutes from Tuesday, November 13, 2018

6. Water Light and Power Commission

- a. Minutes from September 17, 2018
- b. Minutes from Monday, October 15, 2018

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

- A. Adopt resolution withdrawing from the Wright County Area Transportation Joint Powers Board
Motion by Jason Franzen, seconded by Betsy Moran to adopt resolution R-18-47 withdrawing from the Wright County Area Transportation Joint Powers Board; motion carried 4-0 by roll call vote.

16. Communications and Announcements

- A. Discuss January meeting schedule

Phil Kern stated the first meeting in January is scheduled for Tuesday, January 1st. City Hall is closed on this date. Staff is recommending cancelling the first meeting in January.

B. Employee Review

Council briefly discussed the City Administrator's review which was held in a closed session during the Special Workshop prior to the meeting. Dale Graunke recapped the discussion.

17. Claims

A. Claims | By Account

Motion by Betsy Moran, seconded by Jon Sutherland to approve City Claims as submitted; motion carried.

18. Adjournment

There being no further business to discuss, the regular meeting of Tuesday, December 18, 2018, was adjourned.

Signed:

Dale Graunke, Mayor

Attest: Paula Bauman, Administrative Services Coordinator