

**MINUTES**  
**CITY OF DELANO**  
**City Council/Economic Development Authority**  
**Tuesday, February 18, 2020**  
**7:00 PM**

**1. Call to Order**

Mayor Graunke called the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, February 18, 2020, to order at 7:00pm.

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

**Members Present:** Mayor Dale Graunke, Councilmember Betsy Moran, Holly Schrupp, Jason Franzen and Jon Sutherland

**Members Absent:** Jon Sutherland, Councilmember

**Also Present:** Phil Kern, City Administrator; Alan Brixius, City Planner; Shawn Louwagie, City Engineer; Paula Bauman, Administrative Services Coordinator

**Motion by Holly Schrupp, seconded by Betsy Moran to approve the agenda as submitted; motion carried.**

**3. Minutes**

A. February 4 - Regular Meeting

**Motion by Jason Franzen, seconded by Holly Schrupp to approve the minutes as submitted; motion carried.**

**4. Speakers, Presentations and Awards**

**5. Consent Items**

**Motion by Betsy Moran, seconded by Jason Franzen to approve consent items B & C as submitted; motion carried.**

A. Approve purchase of new single axle dump truck and plow

Phil Kern discussed the state bidding system.

**Motion by Holly Schrupp, seconded by Jason Franzen to approve purchase of new single axle dump truck and plow; motion carried.**

B. Approve the 2020 Maintenance Agreement with Wright County Department of Highway

C. Approve Pay Request No. 1 for the CSAH 17 Culvert Repair/Tiger Drive Drantile project

## 6. City Strategy No. 1: Provide comprehensive services to meet community needs

- A. Adopt a resolution to act as a temporary fiscal host for the “Delano Light the Night” event.

The Delano Light the Night event is a new community group that has started with a public purpose. The group is working to get organized. This proposed resolution would establish the city as a temporary fiscal host – any money the group raises, the City would hold.

**Motion by Holly Schrupp, seconded by Betsy Moran to adopt resolution to act as a temporary fiscal host for the “Delano Light the Night” event; motion carried by roll call vote.**

## 7. City Strategy No. 2: Maintain financial sustainability and fiscal stewardship

## 8. City Strategy No. 3: Conscientious asset/infrastructure management

- A. Authorization to bid the 2020 Infrastructure Improvements Project

Staff is requesting the authorization to bid the 2020 Infrastructure Improvement Project. The streets planned to be included in the base bid are – streets between Central Park/Elm Avenue and 2<sup>nd</sup> Street/Rockford Avenue (south of the Railroad tracks).

**Motion by Betsy Moran, seconded by Jason Franzen to authorize bid of the 2020 Infrastructure Improvement Project; motion carried.**

## 9. City Strategy No. 4: Manage sustainable and planned growth

- A. Consider request for a Conditional Use Permit/Planned Unit Development and rezoning of 615 Babcock Boulevard *Attachments: Exhibits | Engineering Report*

An application has been submitted to redevelop 615 Babcock Blvd E. The site currently contains a single-family home that has been converted to office space. The new project proposes to remove the existing house and construct two new commercial office buildings with surrounding parking.

To accommodate this redevelopment project the following development applications are requested.

**Rezoning:** The applicant is requesting a change in zoning on the property from B-2 General Business District to B-3 Highway Oriented Business District. The request zoning change is to relax the exterior finish requirements to allow a greater percentage of metal exterior finishes on the building.

**Conditional use permit / Planned unit development:** The proposed project has two office buildings on one lot. Delano zoning code only allows the multiple principal buildings on one lot by an approved PUD. Through the PUD the applicant is also requesting some flexibility from the B-3 district standards related to side yard setbacks and the percentage of metal exterior finishes.

The proposed development is an opportunity to privately redevelop and currently underutilized commercial site. This is consistent with Delano's planning goals for this area of the community. The plan, however, is dependent the applicant receiving MNDOT's approval of the Highway 12 access as current designed for the site. Without this approval the site plan will need significant changes to take access from a shared access with Industrial Louvers to the west. Recognizing this condition, we offer the following recommendations:  
Rezoning: Staff recommends approval of the change in zoning from B-2 General Business District to B-3 Highway Business District based on the following findings.

1. The change in zoning facilitates the goals of Delano's comprehensive plan through the private redevelopment of underutilized commercial properties along Highway 12. The proposed office uses are consistent with the city's long-range land use plan.
2. The change in zoning and resulting development will be compatible with the surrounding land uses.
3. The change in zoning will result in a quality site development.
4. The change in zoning and resulting development with not overburden in-place City services or utilities.
5. The change in zoning and resulting development are within the capabilities of the streets serving the property.

Conditional Use/ Planned Unit Development: Staff recognizes that the site plan and development plans may change subject to MN DOT access permit conditions. In review of the submitted site plan and development plans we recommend approval subject to the following conditions.

1. Applicant receive MN DOT approval for an access permit to Highway 12 as illustrated on the site plan. Applicant shall provide the city with a written copy of the access approval prior to initiating any site improvements. If the current access design is denied the applicant shall provide revised development plans taking site access from the shared Industrial Louvers driveway. If the site plan revisions are deemed to be minor changes the revised site plan may be approved by staff administratively.
2. The City approves 15-foot side yard setbacks as a PUD flexibility.
3. In exchange for PUD flexibility to allow reduced percentages of non-metal exterior finishes; both buildings will have four-sided architecture that match the front and left building elevations as shown on Exhibit F of this report.
4. Applicant shall provide an elevation of the trash enclosure showing the exterior materials and gate design.
5. The site and landscape plan show the location and screening of any exterior mechanical equipment proposed for the site.
6. Applicant shall provide a lighting and photometric plan showing all exterior lighting fixtures, locations and light levels across the site.
7. The landscape plan shall be revised to show the proposed ground cover for yard areas, storm water pond landscaping, irrigation note if proposed, and location of any proposed freestanding sign for the office complex.
8. Grading and drainage plans shall be subject to the review and recommendations of the City Engineer.
9. Utility plans shall be subject to the review and recommendations of the City Engineer.

The Council discussed the proposed project; Councilmember Moran mentioned the plans show an overhang over the front entrance stating there is full parking there. Moran questioned if this area should be open for loading and unloading. Mayor Graunke questioned snow storage in the area. Alan Brixius discussed.

1. Resolution approving a rezoning from B-2 General Business District to B-3 Highway Oriented Business District, Conditional Use Permit for a Planned Unit Development Site and Building Plan review, allowing for the construction of two commercial office buildings located at 615 Babcock Boulevard East, within the City of Delano
2. Ordinance amendment to the Delano City Zoning Map related to rezoning of parcels within the City of Delano

**Motion by Betsy Moran, seconded by Jason Franzen to adopt resolution and ordinance as submitted; motion carried by roll call vote.**

**10. City Strategy No. 5: Foster engaged and informed community**

**11. City Strategy No. 6: Ensure a high-performing team of public servants**

**12. City Strategy No. 7: Manage a safe and healthy community**

**13. City Strategy No. 8: Maintain and protect community strengths**

**14. Updates from Commission Liaisons**

- A. Fire Relief Association
- B. Park and Recreation Commission
- C. Planning Commission
  1. August 12, 2019
  2. September 9, 2019
- D. Public Safety Commission
- E. Spirit of Community Commission
- F. Water, Light and Power Commission

**15. Communications and Announcements**

## 16. Claims

### A. City Claims

**Motion by Holly Schrupp, seconded by Betsy Moran to approve city claims as submitted; motion carried.**

### B. EDA Claims

**Motion by Holly Schrupp, seconded by Jason Franzen to approve EDA Claims as submitted; motion carried.**

## 17. Adjournment

There being no further business to discuss, the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, February 18, 2020, was adjourned at 7:45pm.

Signed:

Dale Graunke, Mayor

Attest: Paula Bauman, Administrative Services Coordinator