

City of Winsted  
Planning Commission  
Winsted City Hall - Council Chambers  
Monday, October 10, 2016  
6:00 p.m.

Planning Commission Members Present: Ms. Jolynn Cafferty  
Mr. Mike Guggemos  
Mr. Mike Henrich  
Mr. Tom Ollig, City Council Liaison

Planning Commission Members Absent: Ms. Allison Moses  
Mr. Marvin Ebensperger

Staff Present: Mr. Daniel Tienter, City Administrator  
Ms. Amanda Zeidler, Deputy City Clerk

Also Present: Mr. John Anderson, Municipal Development Group, LLC

**1) Call the Meeting to Order**

Mr. Mike Guggemos, Vice Chairperson, called the meeting to order at 6:10 p.m.

**2) Approval of Minutes – September 12, 2016**

**Ms. Jolynn Cafferty made a motion to approve the minutes of the Planning Commission Meeting on September 12, 2016. Mr. Mike Henrich seconded the motion. Motion carried 3-0.**

**3) Public Hearings**

**a) Public Hearing – Planning Commission Resolution PCR-16-10 – Winsted Industrial Park Expansion – Preliminary Plat**

Mr. John Anderson, Associate Consulting Planner with Municipal Development Group, LLC, informed the Planning Commission that the purpose of the public hearing is to recommend approval, denial, or to table a preliminary plat known as Winsted Industrial Park Expansion, which is located in the southwest corner of Industrial Drive and Babcock Avenue (McLeod County Road 1). Mr. Anderson stated that the property was recently annexed and no zoning designation was given to the property at that time. The property is designated IND – Industrial on the future land use map. He added that a public hearing was held at the September 12, 2016 Planning Commission meeting to zone the property I-1 Industrial District and the City Council approved this rezoning at the September 20, 2016 City Council meeting. Mr. Anderson reviewed the following lot standards and requirements for the I-1 district:

	<u>Requirement</u>	<u>Proposed</u>
Minimum lot size:	No minimum	2.43 acres & 2.5 acres
Minimum lot width:	100 feet	262.51 feet
Front yard setback:	25 feet	None proposed at this time
Side yard setback:	10 feet	None proposed at this time
Rear yard setback:	25 feet	None proposed at this time
Maximum height:	30 feet	None proposed at this time
Lot coverage structures:	50%	None proposed at this time

Mr. Dan Tienter, City Administrator, stated that City Staff have not received any comments, written or otherwise, in regards to this public hearing.

Mr. Anderson stated that as part of the plat, parkland dedication of five percent (5%) of the buildable area of all industrial property being platted shall be dedicated for parks, playgrounds, public open space or to contribute an amount of cash, based on the fee schedule as set by the City Council, no later than at the time of final approval. He added that the City Council shall figure out the location and configuration of said land dedication or whether a cash dedication should be required. This will need to be determined prior to final plat

approval by the City Council. Mr. Anderson stated that if the City Council recommends requiring a cash payment in lieu of the land dedication, the in-lieu amount shall be based on \$1,400.00 per acre. He added that all monies collected from cash contributions shall be placed in a special fund from which only those public uses listed in the subdivision ordinance. Mr. Anderson stated that at this time, the amount of land being platted into lots is 4.93 acres and as part of the final plat approval a park dedication amount shall need to be determined. The land that would need to be paid would be the two plats being developed. The out lots, even though they are being platted, are not being platted as a buildable lot so they would not be required to be paid for at this time. Mr. Anderson added that if sometime in the future they were to be redeveloped into lots and sold, a park dedication fee would need to be paid at that time.

Mr. Anderson stated that access to the site will come off of Industrial Drive, which is currently built to the east side of the proposed lots. Individual lot access will be from Industrial drive, which is a City street and capable of handling the traffic.

Mr. Anderson noted that sanitary sewer and watermain exist in the right of way of Industrial Drive and all utilities will be designed by the City Engineer and individual services will be needed for the two (2) lots.

Mr. Anderson stated that comments were received from McLeod County, mostly in regards to the right away, county road, etcetera. He added that the final plat and all McLeod County comments will need to be satisfied prior to final plat approval.

Mr. Anderson stated that there are no wetlands located in the area of the two (2) platted lots. He added that wetlands may be located in the out lot, but they will not need to be delineated until Out Lot A is platted.

Mr. Anderson stated that the City Engineer has prepared the preliminary and final plat and will review all engineering and surveying related items. He also noted that the plat approval will have to satisfy all City Engineer requirements. Since this is a City initiated plat, no development agreement shall be required at this time.

Mr. Anderson stated that if approval of the preliminary plat is recommended by the Planning Commission, the following conditions are proposed to be included with the approval. The conditions listed below may be subject to modification depending upon the outcome at the Planning Commission meeting:

1. Engineer's Comments. The preliminary plat shall satisfactorily address all comments by the City Engineer.
2. Park Dedication. Park dedication requirements shall be determined by the City Council prior to approval of the final plat.
3. Final Plat Submittal. Upon approval of the preliminary plat by the City Council, the applicant shall submit the final plat within one year after said approval, or the preliminary plat shall be considered void.
4. County Comments. The preliminary plat shall satisfy all comments and conditions as required by McLeod County.

**Mr. Henrich made a motion to close the public hearing. Ms. Cafferty seconded the motion. Motion carried 3-0.**

**Mr. Henrich made a motion to adopt Resolution PCR-16-10, recommending the approval of the preliminary plat known as Winsted Industrial Park Expansion, with conditions. Ms. Cafferty seconded the motion. Motion carried 3-0.**

#### **4) No Old Business**

#### **5) New Business**

##### **a) Planning Commission Resolution PCR-16-11 – Winsted Industrial Park Expansion – Final Plat**

Mr. Anderson stated that one (1) of the conditions of the Preliminary Plat states that the Final Plat must be submitted within one (1) year or the Preliminary Plat is null and void. He noted that due to the nature of the plat and being that it is a fairly simple plat, the Final Plat was submitted at the same time as the Preliminary Plat, so it does not require a public hearing but does require Planning Commission recommendation and approval by the City Council.

Mr. Anderson stated that the Final Plat has the same four (4) comments as the Preliminary Plat, including:

1. Engineer's Comments. The preliminary plat shall satisfactorily address all comments by the City Engineer.
2. Park Dedication. Park dedication requirements shall be determined by the City Council prior to approval of the final plat.
3. County Comments. The final plat shall satisfy all comments and conditions as required by McLeod County.
4. Building Permits. The final plat shall be recorded with McLeod County prior to issuance of any building permits.

Mr. Henrich requested confirmation that there is no public hearing needed to approve recommendation of the final plat. Mr. Anderson confirmed this and added that per State Statute, a public hearing is required only for a preliminary plat. He added that the process in the City of Winsted is to bring the final plat before the Planning Commission and then obtain approval through the City Council.

**Ms. Cafferty made a motion to adopt Resolution PCR-16-11 recommending the approval of the final plat known as Winsted Industrial Park Expansion, with conditions. Mr. Henrich seconded the motion. Motion carried 3-0.**

## 6) Other

### a) Open Commission Positions

Mr. Tienter announced that the City currently has applications open for a single vacancy on the Park Commission and five (5) vacancies on the newly constituted Economic Development Authority (EDA). He added that the City is accepting applications and the positions are open until filled, so there is not deadline.

Mr. Guggemos asked how often each commission meets. Mr. Tienter replied that the Park Commission meets monthly prior to the Planning Commission and the EDA will need to set a schedule, but is anticipated to meet at most, once a month.

Ms. Cafferty asked if a person could serve on more than one Commission. Mr. Tienter said that it is possible to serve on more than one Commission at the same time.

### b) City Council Update

Mr. Tom Ollig informed the Planning Commission that the City Council is currently working on the 2017 budget and also considering November elections and possible changes due to election results.

## 7) Adjournment

**Ms. Cafferty made a motion to adjourn the meeting. Mr. Henrich seconded the motion. Motion carried 3-0.**

The meeting adjourned at 6:25 p.m.

*Daniel Tienter*

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Daniel Tienter,  
City Administrator  
City of Winsted

ATTEST:

*Amanda Zeidler*

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Amanda Zeidler,  
Deputy City Clerk  
City of Winsted