

City of Winsted  
Special Planning Commission Meeting  
Winsted City Hall - Council Chambers  
Tuesday, November 29, 2016  
6:00 p.m.

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

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. Marvin Ebensperger called the meeting to order at 6:00 p.m.

**2) No Public Hearings.**

**3) No Old Business.**

**4) New Business**

**a) Planning Commission Resolution PCR-16-12 – Site Plan Review for Tetra Pak Processing Equipment, Incorporated**

Mr. John Anderson, Municipal Development Group, LLC, stated that Tetra Pak Processing Equipment, Incorporated, has submitted a site plan and related drawings for review of a parking lot expansion and truck turnaround area along with all of the necessary grading, paving, curb and gutter, stormwater management, landscaping, lighting, and any additional components. He added that there are two (2) parcels that are owned by the owner/applicant. The northern parcel contains the existing Tetra Pak facility along with the off-street parking for the property. The southern parcel, which was recently purchased by the applicant, is currently vacant and has historically been used for agricultural purposes.

Mr. Anderson stated that the plans that were submitted include a site plan, grading plan and a landscaping plan. He stated that the site plan shows that the most southern access on McLeod County Road 9 is planned to be widened and that a new access is proposed south of this access on the southerly parcel. Mr. Anderson noted that the new access point and proposed widening of the existing access point will need to be reviewed by the McLeod County Highway Department and approval of these access points will be required.

Mr. Anderson stated that stormwater ponding is proposed in two (2) areas adjacent to the off-street parking and this is designed to handle the stormwater runoff and will need to be reviewed by the City Engineer.

Mr. Anderson reviewed the information required for a site plan review, according to Section 1501.015 Information Requirements and Procedure for Site Plan Approval. He also reviewed a list of items that the Planning Commission and City Council shall consider when reviewing applications for site plan approval under the Zoning Ordinance.

Mr. Anderson stated that a portion of the property in question is located in the shoreland overlay district for Winsted Lake. Because of this, he added that the Minnesota Department of Natural Resources (DNR) is afforded the right to review the site plan. Mr. Anderson stated that plans were sent to the DNR and their

comments were in regards to the impervious surface coverage. It was stated that if the applicant exceeds the impervious surface coverage in the shoreland area, they would be required to obtain a variance. Mr. Anderson stated in this case, with both parcels there is approximately twenty-three percent (23%) coverage. Also in this case, Mr. Anderson stated that the DNR did not have any problems with the proposal since it is bettering the overall situation with the existing parcel.

Mr. Anderson stated that as part of this review, the two (2) parcels will need to be combined into one (1) parcel, which requires minor subdivision approval. Under section 1502.004, Letter D, Minor Subdivision: Application, it states that:

One (1) type of minor subdivision is in the case of a request to combine two existing platted lots. The content and data requirements for minor subdivisions are as follows:

- a. The requested minor division shall be prepared by a registered land surveyor in the form of a Certificate of Survey.
- b. The data and supportive information detailing the proposed subdivision is specified in Section 9. Exceptions, stipulated in writing, may be granted by the City Administrator.
- c. Design Standards. The minor subdivision shall conform to all design standards as stipulated in this ordinance. Any proposed deviation from said standards requires the processing of a variance request.

Mr. Anderson stated that the City Administrator shall have the authority to approve this type of minor subdivision, provided that it complies with applicable provisions of the subdivision ordinance, and it is expected that this will be the case with this minor subdivision.

Mr. Anderson stated that two (2) comments were received from McLeod County after reviewing the site plan. Because this property abuts a county road, Mr. Anderson stated that McLeod County will need to approve any access related issues. He added that as part of the proposal, the applicant has requested to widen one existing access and add a new access to the county road. Mr. Anderson stated that comments were received via email on November 18, 2016 from Phil Schmalz of the McLeod County Highway Department that state the following:

1. *The existing facility has 1 access on 235<sup>th</sup> Street as well as 2 accesses on Kingsley Street. The proposal includes widening 1 access on Kingsley and adding a new entrance on Kingsley. Is there a master plan of any sort for the rest of the parcel, or long range plan? We likely will not permit additional access each time there is an expansion for a facility that already has numerous accesses. It might be beneficial to determine what the long-term needs are and plan access accordingly.*
2. *Attached is MnDOT's standard plate for entrances which includes commercial/industrial in the upper left. Their guidelines permit a 32' wide entrance. We do typically allow wider than that and some of their existing entrances are wider than that, but the entrance widening proposed on the existing south entrance looks to be excessive. It looks to be almost 150' wide once complete.*

Mr. Anderson stated that these comments will need to be addressed as part of the site plan review and required permits will need to be issued by McLeod County prior to any new accesses being constructed or work done within the county right of way.

Mr. Anderson stated that prior to issuing a building permit, the approving authority (either the City Administrator and/or designee of the City Council) may require the developers to sign an agreement with the City which assures that particular elements of the Site Plan application, either proposed by the applicant or imposed by the City, shall be carried out. He informed the Planning Commission members that this item should be discussed to determine if a developer's agreement will be needed as a part of this application.

Mr. Anderson also reviewed the following items that are recommended to be included if the Planning Commission recommends approval of the site plan review.

1. **Minor Subdivision.** That the two parcels are combined as part of the review. Approval of the Minor Subdivision can be done administratively.
2. **Exterior Lighting.** The exterior lighting plan shall be reviewed and approved by the City Engineer.
3. **Sidewalk Installation.** A sidewalk connection should be made to connect the southern-most row of off-street parking with the rest of the proposed sidewalk.
4. **Landscaping.** That the landscaping is installed according to the approved landscape plan.
5. **Striping.** All off-street parking stalls shall be marked with white or yellow painted lines not less than four (4) inches wide.
6. **City Engineer Approval.** That the site plan and related documents shall meet all requirements and addresses all comments in a memo dated November 18, 2016 from the City Engineer prior to the issuance of any permits by the City of Winsted.
7. **McLeod County Approval.** That the site plan shall satisfy the comments received in an email from Mr. Phil Schmalz of the McLeod County Highway Department on November 18, 2016.
8. **Signage.** All signs shall meet the requirements of section 1501.023 of the zoning ordinance and no signs shall be replaced, installed or constructed until the appropriate sign permits have been issued by the City of Winsted.
9. **Building Permit.** That all appropriate building permits are issued before construction begins.
10. **Time Limit from Site Plan Approval until Building Permit is Issued.** From the time the applicant receives site plan approval from the City Council, the applicant must be issued a building permit within twelve (12) months from the site plan approval date. Failure to do so will require the applicant to obtain a new site plan approval, with appropriate fees, to receive a building permit. The applicant may apply for one (1) six (6) month extension before the expiration date. Application for an extension is an administrative process.

Mr. Dian Willers, Tetra Pak Processing, Incorporated, addressed the Planning Commission regarding the site plan review and proposed conditions.

The Planning Commission discussed the proposed site plan. The members also discussed concerns presented by the McLeod County Highway Department in regards to the proposed southern entrance on the site plan. Mr. Dan Vos, Vos Construction, and Mr. Willers offered clarification and details in regards to the site plan.

Mr. Tienter asked if we need to resolve the issue in order to approve the site plan with conditions. Mr. Anderson stated that it could be approved with conditions, as long as the McLeod County Highway Department is satisfied with the outcome prior to City Council approval of the site plan.

Mr. Henrich asked if the drive lanes would allow access for fire trucks and emergency vehicles. Mr. Anderson stated that the width is up to standards for emergency vehicles.

The Planning Commission had discussed the condition requiring a minor subdivision to combine the two parcels included in the site plan. Mr. Willers stated that based on the perspective of the management team and legal counsel, the local Tetra Pak site was advised to keep the parcels separate. Mr. Guggemos asked if they combined the lots now, could they go back and split the parcels again if needed for sale, or otherwise?

Mr. Tienter stated that the resolution on the agenda for the Planning Commission does include the language for the minor subdivision, so if Tetra Pak is not on board with combining the parcels, this condition will need to be addressed.

Mr. Willers stated that Winsted has become a very important production center for the North and South American businesss for Tetra Pak Processing. He noted that there are currently around 140 employees at the Winsted site.

Mr. Anderson stated that the City Council could amend the conditions and make the changes at the time of the City Council approval.

Mr. Tienter stated that the City recommends that the Planning Commission approve the resolution as written and then City staff can approach the McLeod County Highway Department with the comments and recommendation to approve the site plan and entrances.

**Mr. Guggemos made a motion to adopt Resolution PCR-16-12, recommending the approval of a Site Plan allowing for a parking lot expansion and truck turnaround area along with all of the necessary grading, paving, curb and gutter, stormwater management, landscaping, lighting, and any additional components on property in the I-1 Industrial District with conditions. Ms. Moses seconded the motion. Motion carried 5-0.**

Mr. Tienter, Mr. Anderson, and the members of the Planning Commission discussed the timeline for City Council approval of the site plan.

## 5) Other

### a) December, 2016 Planning Commission Meeting

Mr. Dan Tienter stated that the next regular Planning Commission Meeting, scheduled for December 12, 2016, will be cancelled, since there is no additional business to address.

### b) Mike Henrich, Planning Commission Member

Mr. Tienter noted that this will be the last meeting as a Planning Commission member for Mr. Henrich, since he has been elected to serve as a City Council Member, beginning in the year 2017. The Planning Commission thanked Mr. Henrich for his service.

### c) City Council Update

Mr. Ollig stated that the 2017 Budget is complete. Mr. Ollig thanked Mr. Henrich for his service on the Planning Commission and stated that he looks forward to him serving on the City Council.

## 6) Adjournment

**Ms. Moses made a motion to adjourn the meeting. Ms. Cafferty seconded the motion. Motion carried 5-0.**

The meeting adjourned at 6:25 p.m.

*Daniel Tienter*

Daniel Tienter  
City Administrator  
City of Winsted

ATTEST:

*Amanda Zeidler*

Amanda Zeidler  
Deputy City Clerk  
City of Winsted