

City of Winsted  
Planning Commission  
City Council Chambers  
June 9, 2010  
6:00 p.m.

Present: JoLynn Cafferty  
Dan Dickhausen  
Marvin Ebensperger  
Max Fasching  
Mike Guggemos  
Tom Ollig – Council Liason

Staff Present: Deborah Boelter – City Clerk - Treasurer  
Raquel Kirchoff – Administrative Assistant

- 1) Ebensperger called the meeting to order at 6 p.m.
- 2) Ebensperger asked if there were any comments or changes to the May 12, 2010 Planning Commission Minutes. No comments were received.

**Dickhausen motioned the approval of the May 12<sup>th</sup>, 2010 meeting minutes; Cafferty seconded; unanimously carried.**

- 3) Public Hearings
- 4) Old Business
- 5) New Business

**a) Site Plan – NOR-SON INC. (St Mary's Assisted Living)**

John Anderson, Municipal Development Group, Incorporated, gave a presentation of the Site Plan Review for Saint Mary's Care Center. The project consists of a new assisted living with memory care building and remodel of the existing Saint Mary's Care Center including new parking facilities. The site is located east of Fourth Street North (CSAH 116), south of Linden Avenue (CSAH 6) and north of Fairlawn Avenue. The proposed building is located east of the existing Saint Mary's Care Center and is to contain 12,188 square feet.

Anderson stated that the proposed assisted living with memory care building is to be part of the Saint Mary's Care Center campus which contains four existing buildings. These buildings are the existing care center which is 43,160 square feet, the existing clinic which is 8,201 square feet, an existing professional office building on the corner of Fairlawn Avenue and Fourth Street North (CSAH 116) that is 2,520 square feet and an existing garage that is 674 square feet and accesses onto Fairlawn Avenue. The proposed assisted living with memory loss building will contain 12,188 square feet.

Anderson stated that the property is guided Medium and High Density Residential on the Future Land Use Map, and the existing and proposed uses are consistent with the Future Land Use Map. The zoning classification is an "R-2" Multiple Family Residential District. Anderson stated that the proposed assisted living with memory care building is allowed as a permitted use as a nursing home within an R-2 Multiple Family Residential District.

According to Anderson, comments have been received from the Winsted Police Chief, the Winsted Fire Department, the Winsted Public Works Department, the McLeod County Highway Department, and the City Engineer.

The Site Plan Review evaluated the following elements:

- Lot, Yard, Area, and Height Requirements

- Emergency Access
- Building Materials
- Parking
- Grading Plan
- Landscaping
- Sidewalks
- Trash Enclosures
- Outdoor Storage
- Signage

Anderson noted that a lighting plan has not been submitted, and therefore, no comments have been provided. A lighting plan will be required. He also mentioned that there are no proposed loading docks with the new building. Anything delivered by truck will use the existing care center loading dock located at the north end of the Saint Mary's Care Center. Anderson also noted that one sign would be removed and replaced, and a third sign would be added.

Municipal Development Group, Incorporated recommended the following conditions to be included on the resolution for approval:

1. **Emergency Access.** That all emergency access and fire lane requirements of the Police and Fire Departments are satisfied prior to issuance of a building permit by the City of Winsted. This includes the placement of a lock box on the assisted living with memory care building which contains a master key for doors located in the building for emergency personnel to gain entry into this building without kicking in doors.
2. **Electrical Power Systems, Telephone and other Wire Communication Systems and Gas Systems.** All electrical power lines, Telephone and other wire communication systems and all primary and secondary gas distribution systems shall be located underground. All maintenance and service shall be the responsibility of supplier or its designated agent. Any and all meters or metering devices shall be attached to the main structure located on the premises.
3. **Exterior Lighting.** Exterior lighting plans shall be submitted and approved prior to issuance of a building permit by the City of Winsted.
4. **Parking.** That all stalls meet the required depth of 20 feet and width of 9 feet as required within the zoning ordinance.
5. **Temporary Parking Stalls.** The 10 temporary parking stalls shall not be removed until they are replaced with other parking stalls that meet zoning standards.
6. **County Road Access.** Only one access point will be allowed on Linden Avenue (CSAH 6) as indicated by McLeod County. Any access revision to county roads will require a permit to be issued by McLeod County and will be the responsibility of the applicant. All required permits shall be approved and delivered to the City prior to construction and issuance of a building permit by the City of Winsted.
7. **Striping.** All parking stalls shall be marked with white or yellow painted lines not less than 4 inches wide.
8. **City Engineer Approval.** That the site plan meets all requirements and addresses all concerns of the City Engineer comments received on June 1, 2010 and prior to the issuance of a building permit by the City of Winsted, a grading plan, erosion control plan and any other civil drawings that would be required such as a utility plan shall be submitted and approved by the City Engineer.
9. **Water main Relocation.** If the existing north/south water main is relocated, and a utility easement in favor of the City of Winsted exists over the existing water main, it

will need to be vacated through the public hearing process before a building permit is issued by the City of Winsted for the construction of the proposed assisted living with memory loss building. A new utility easement in favor of the City of Winsted and approved by the City Engineer, will need to be established prior to the relocation of the water main.

10. **Landscaping.** That the landscaping is installed according to the approved landscaping plan.
11. **Sidewalks.** That concrete sidewalk is constructed along the public right-of-way for the entire length of the property along Linden Avenue (CSAH 6), Fourth Street North (CSAH 116) and Fairlawn Avenue except for the portion of sidewalk along Fairlawn Avenue from the corner of Fourth Street North (CSAH 116) east to the end of the proposed sidewalk as shown on Exhibit A. This section of sidewalk will need to have a concept plan submitted and be constructed within five years of the date of approval. Additional sections of sidewalk will need to be constructed connecting the sidewalk on Fourth Street North (CSAH 116) and the sidewalk north of the existing office building and connecting the sidewalk east of the assisted living with memory loss building with the sidewalk along Fairlawn Avenue.
12. **Signage.** That any new additional freestanding sign proposed to be constructed, over and above the two existing freestanding signs, may be allowed by the issuance of a conditional use permit as required within the zoning ordinance. All signs shall meet the requirements 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.
13. **Building Permit.** That all appropriate building permits are issued before construction begins. No building or structure shall hereafter be erected nor construction on an existing structure shall be started until the Building Inspector or the designated representative has issued a lawful building permit.
14. **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 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, six month extension before the expiration date. Application for an extension is an administrative process.

The Planning Commission discussed the site plan report. No public comment was received.

**Cafferty motioned to approve Resolution PCR-10-01, recommending approval of the site plan for the construction of a new assisted living with memory loss building, remodel of the existing Saint Mary's Care Center and parking facilities, contingent upon the conditions stated in items one (1) – fourteen (14) above; Fasching seconded; unanimously carried.**

#### **b) Subdivision Ordinance Language Amendments**

Cynthia Smith-Strack, Municipal Development Group, reviewed the proposed language amendments to the Subdivision Ordinance. No questions or comments were received.

#### **c) Planned Unit Development (PUD) Review – Municipal Development Group**

Smith-Strack led a review and analysis discussion on Planned Unit Development Standards (PUD). Information presented and discussed focused on the following topic areas:

- Review, Purpose, Intent and Definitions of a PUD
- Preservation of Environmentally Significant/Sensitive Areas, Quality Open Space, Buildings, Etc.
- Elimination of Blighted Areas

- Master Planned Community
- Density Transfer
- Density Increase

6) Other

7) Adjournment

**Cafferty motioned to adjourn the meeting; Dickhausen seconded; motion carried.**

Respectfully Submitted,

*Raquel Kirchoff*

Administrative Assistant