

City of Winsted
Planning Commission
City Hall – Council Chambers
August 10, 2011
6:00 p.m.

Planning Commission Members Present: JoLynn Cafferty
Dan Dickhausen
Marvin Ebensperger
Max Fasching
Mike Guggemos
Tom Ollig (Council Liaison)

City of Winsted Staff Present: Brad Martens, City Administrator
Amanda Zeidler, Utility Billing & Payroll Clerk

1) Call the Meeting to Order

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

2) Approval of Minutes

Fasching motioned to approve the minutes from the Planning Commission Meeting on July 13, 2011. Dickhausen seconded the motion. Motion carried 5-0.

3) Public Hearings

a) Planning Commission Resolution PCR 11-03 – Zoning Ordinance – Section 1501 Amendment – Municipal Development Group

Ebensperger called the public hearing to order.

Cynthia Smith-Strack of Municipal Development Group, was present to discuss amendments of several sections of the Zoning Ordinance (Section 1501 of the City Code). Smith-Strack also stated that there will be additional standards related to administrative permits and the process, temporary structures, and the issuance of interim use permits. She stated that most of the updates are necessary to achieve consistency with the Winsted Comprehensive Plan that was amended in 2009. Smith-Strack stated that the City will update standards related to non-conformance, processing of conditional use permits, processing of site plans, processing of variances, and processing of zoning ordinance text and rezoning amendments. There will be new language authorizing administrative permits, temporary structures, and interim use permits. Since many sections of the Ordinance are affected, the proposal includes an amendment to the entire Ordinance.

The following is an overview of proposed amendments, in order of how they appear in the code.

- Non-Conforming Uses
- Administrative Permits
- Temporary Structures
- Site Plan Standards
- Conditional Use Standards
- Interim Use Standards
- Variance Standards
- Ordinance Amendment Standards

The City did not receive any written or verbal comments. The Planning Commission members did not receive any written or verbal comments. There were not any comments received from the audience that was present.

Guggemos made a motion to close the public hearing. Cafferty seconded the motion. Motion carried 5-0.

Fasching made a motion to adopt Resolution PCR 11-03 to recommend that the City Council approve an update to the City's Zoning Ordinance through repeal and replacement of Section 1501 of the City Code. Guggemos seconded the motion. Motion carried 5-0.

4) No Old Business.

5) New Business

a) Site Plan Review – Tetra Pak Expansion, 801 Kingsley Street South

John Anderson, Municipal Development Group, was present to discuss the site plan review for an expansion of the existing Tetra Pak facility at 801 Kingsley Street South. The property is located in the southeast corner of the intersection of 235th Street (McLeod County Road 85) and Kingsley Street South (McLeod County Road 9). The applicants have proposed a 26,368 square foot addition that will include office space, factory, and material storage.

Anderson stated that the lot is 326,860 square feet, or 7.5 acres, of which 54,102 square feet or 1.24 acres is encumbered by right-of-way. The existing building is 100,395 square feet and the bituminous parking areas are 131,583 square feet. The total existing impervious surface is 231,977 square feet, or 85.1% of the portion of the lot not encumbered by the right-of-way. The total impervious surface coverage would increase to 239,948 square feet or 5.51 acres, which is 88% of the lot not encumbered by right-of-way if the expansion is approved.

Anderson stated that comments were received from Chad Hausmann of the McLeod County Highway Department, Ethan Jenzen of the Department of Natural Resources (DNR), and the City's Engineering Firm, Bolton and Menk, Incorporated.

Anderson stated that the property is zoned Industrial and the existing and proposed use would be consistent with the proposal because it will be an industrial use. The proposed expansion of the office facilities, factory and materials storage are allowed as a permitted use within the I-1 Industrial District.

Anderson informed the Planning Commission that this property is partially located within the shoreland area of Winsted Lake. At this time, the only changes proposed for the shoreland area is the enlargement of the access point onto 235th Street. Overall, the entire site is proposed to increase the impervious surface by 0.18 acres. Everywhere the expansion is taking place is out of the shoreland overlay, except for the north entrance where they are adding some impervious surfaces.

Guggemos asked if the area covered with building and pavement drains to the north. Chuck Gutzmann, resident at 2213 235th Street, stated that there are drain tiles located all over the property and the drainage ditch does take a lot of water from run-off. Anderson stated that one of the comments received is to see if the drainage ditch can handle the additional run-off.

Gutzmann inquired about the field drainage tile. Anderson stated that the tile will be rerouted around the building so it ties in with the existing tile on the north side of the new portion, and then the water will be directed to the drainage ditch and eventually to Winsted Lake. Anderson added that the DNR inquired about the installation of rain gardens. Fasching asked a question about snow removal and melting. Gutzmann stated that the snow melts and runs to the drainage ditch. Ebensperger stated that there would not be a lot of change with snow removal, because there is only a two percent (2%) addition.

Anderson stated that the Police Chief and Fire Department have reviewed the plans and have no issues with the emergency access or fire lanes. Anderson also reviewed the proposed building materials and lighting materials for the expansion.

Anderson stated that as part of the site plan review, parking requirements will need to be satisfied. He reviewed the general parking provisions that need to be met, as well as the regulations for the construction and maintenance of the parking areas. Anderson added that the zoning ordinance also requires a minimum amount of off-street parking stalls, and the applicant has provided for 134 off-street parking stalls. The site plan states that the maximum number of people that will be there on a shift is 143 people, which would require eight (8) stalls plus one stall for every two (2) people on the largest shift, or eighty (80) required stalls. There is also a 5,000 square foot addition that is being proposed, which requires one (1) space for every 250 square feet or twenty (20) stalls. Anderson stated that this means a

total of 100 stalls would be required and at this time, the applicant exceeds the required parking requirement by 43 stalls. He also added that the new parking areas are proposed to contain curb for the boundaries of the parking lot. There will be a 24 foot drive lane between the new building and the parking area on the west side of the building. Guggemos asked if the area to the south of the building will be for parking. Anderson stated that there will still be parking on the south side of the building. Gutzmann stated that he is concerned about the amount of parking. The audience and Planning Commission members discussed concerns about parking for employees and vendors or delivery trucks.

Gutzmann asked what the set-back will be on Kingsley Street (McLeod County Road 9). Anderson did not have an exact set-back, but stated that it is approximately eight (8) feet off of the County right-of-way. Anderson stated that the ditches, for the most part, will stay where they are, and the trees on the west side of the building will be removed and made into a parking area. Anderson stated that the DNR and McLeod County Highway Department questioned drainage issues near the north entrance to the property. Anderson stated that Tetra Pak will be under the fifty (50%) maximum based on the structure area. The Planning Commission discussed the plans to manage drainage and run-off on the property.

Anderson stated that no new loading docks have been proposed at this time; however, there are going to be two (2) overhead garage doors located on the proposed factory and materials storage area, one on the east end, and one on the west end that will accommodate deliveries.

As part of the site plan review, Anderson stated that a grading plan has been submitted by the applicant and has been reviewed by the City Engineer. He added that all comments and questions regarding the grading plan should be submitted to the City Engineer.

Anderson stated that the zoning ordinance requires landscaping of yards fronting a county road, and in this case, the site fronts County Road 9 to the west and County Road 85 to the north. Anderson stated that the applicant has submitted a landscape plan for review. The plan shows trees located along the right of ways of both county roads on the edges of the parking areas. A total of twenty-six (26) trees and shrubs, which are a mix of deciduous and evergreens, are being proposed to be installed along these areas. The areas around the trees and shrubs are proposed to be sodded.

Dickhausen asked if the trees will continue on the north side of the property and added that there have been a lot of additions to the building without giving consideration to the residential areas to the north side of the property.

Bill Fynboh, 357 South Shore Circle, was present because his backyard faces Tetra Pak. Fynboh stated that Tetra Pak used to be a much smaller operation, but now it is common to hear paging and the loud speaker. Fynboh stated that he can hear some vulgar language, and talking. He requested to have a row of trees planted on the north side of the Tetra Pak property to screen noise on the north side of the property. Martens asked Anderson if there is anything required in the ordinance regarding Fynboh's request. Anderson stated that landscaping is not defined in the ordinance at this point.

Dick Stevens, a representative for Tetra Pak from I and S Group, stated that the Tetra Pak property abuts the Luce Line Trail, so a better place to plant a line of trees might be on the north side of 235th street to create a noise buffer. Guggemos asked if this request could be added to the conditions. Ollig stated that the Planning Commission or the City Council will require some kind of buffering for the residential homes.

Anderson noted that there have not been any proposals for trash enclosures, exterior storage, or signage with the current site plan proposal. Anderson stated that with any other signs that are proposed to be installed as part of the proposal, the applicant will need to meet the requirements of section 1501.023 "Signs" 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.

Anderson noted that a building permit has not been approved at this time. He expects that the building permit application will be submitted after the site plan review and approval.

Anderson reviewed and recommended the following conditions to include for approval of the site plan, and added that the conditions may be subject to modification depending upon the outcome of this Planning Commission meeting:

1. 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.
2. Exterior Lighting. Exterior lighting plans shall be submitted and approved prior to issuance of a building permit by the City of Winsted.
 3. Parking. That all parking stalls meet the required depth of twenty (20) feet and width of nine (9) feet as required within the zoning ordinance.
 4. Striping. All parking stalls shall be marked with white or yellow painted lines not less than four (4) inches wide.
 5. County Road Access. Any access revisions 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.
 6. City Engineer Approval. That the site plan meets all requirements and addresses all concerns of the City Engineer prior to the issuance of a building permit by the City of Winsted.
 7. Minnesota Department of Natural Resources (MN DNR). That any MN DNR related comments are satisfied prior to the issuance of a building permit by the City of Winsted.
 8. Landscaping. That the landscaping is installed according to the approved landscaping plan and that the applicant shall add additional landscaping in the form of trees along the north boundary of the parking lot along 235th Street (County Road 85) east of the existing transformers to the entrance to 235th Street for noise mitigation and to continue to maintain the type and number of trees as detailed in this landscaping plan.
 9. 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.
 10. Building Permit. That all appropriate building permits are issued before construction begins. No building or structure shall hereafter be erected nor construction on the existing structure shall be started until the Building Inspector or the designated representative has issued a lawful building permit from the City of Winsted.
 11. 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.

Ebensperger asked for any other questions or comments. No other comments were received.

Fasching made a motion to adopt Planning Commission Resolution PCR 11-04 to recommend that the City Council approve a site plan for the expansion of the existing Tetra Pak facilities at 801 Kingsley Street South with the eleven (11) conditions that were stated, as well as an additional condition to include a screening plan for a noise buffer to shield the residential properties on the northeast portion of the property from the culvert to the transformers and have the plan available for the City Council meeting on August 16, 2011. Dickhausen seconded the motion. Motion carried 5-0.

6) No Other Business.

7) Adjournment

Cafferty motioned to adjourn the meeting. Guggemos seconded the motion. Motion carried 5-0. The Planning Commission meeting adjourned at 7:45 p.m.

Brad Martens

Brad Martens,
City Administrator
City of Winsted

ATTEST:

Amanda J. Zeidler

Amanda J. Zeidler,
Utility Billing & Payroll Clerk
City of Winsted