

City of Winsted
Planning Commission
City Council Chambers
November 14, 2012
6:00 p.m.

Present: JoLynn Cafferty
Dan Dickhausen
Marvin Ebensperger
Max Fasching
Mike Guggemos

Staff Present: Brad Martens, City Administrator
Raquel Kirchoff, Administrative Assistant

1) Call the Meeting to Order

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

2) Approval of Minutes

Mr. Dickhausen motioned to approve the minutes from the Planning Commission Meeting on October 8, 2012. Ms. Cafferty seconded the motion. Motion carried 5-0.

3) Public Hearings

Mr. Ebensperger opened the Public Hearings at 6:01 p.m.

Mr. Martens stated that over the past several months, the Planning Commission has reviewed the following ordinances requiring amendments or new adoption:

- Rental Housing Ordinance
- Ordinance Establishing Regulations Concerning Alternative Energy Systems
- Ordinance Regulating the Burning of Solid Fuels in External Solid Fuel-Fired Heating Devices.

Mr. Martens stated that at the October 8, 2012 Planning Commission meeting, a Public Hearing was scheduled for November 14, 2012 at 6:00 p.m. and that the hearings were advertised in the Herald Journal on October 15, 2012.

Mr. Martens explained that there were two (2) changes in the Rental Housing Ordinance. One change was further defining requirements for emergency escape openings to reduce regulations from existing language by only requiring openings that would have been required at the time of construction. The other change was to add the requirement for handrails and guardrails for every exterior and interior flight of stairs having more than four (4) risers.

Mr. Martens explained that the Alternative Energy Ordinance promotes development of alternative energy systems by creating a clear regulatory path for approving alternative energy systems while remaining conscientious of rights and privileges of all residents. He stated that this ordinance includes Ground Source Heat Pumps, Wind Energy Systems, and Solar Energy Systems.

Mr. Martens stated that the Ordinance Regulating the Burning of Solid Fuels in External Solid Fuel-Fired Heating Devices promotes the public health, safety and welfare and to safeguard the health, comfort, living conditions, safety and welfare of the citizens of Winsted by regulating the air pollution and fire hazards of outdoor fire boilers.

Mr. Martens stated that one Public Hearing could be held for all three (3) of the proposed ordinances.

Mr. Ebensperger asked if any public comments were received by the City. Mr. Martens stated no.

No comments were received at the Public Hearing. The Planning Commission members had no comments.

Mr. Fasching motioned to close the Public Hearings. Mr. Guggemos seconded the motion. Motion carried 5-0.

Mr. Fasching motioned to approve Planning Commission Resolution PCR-12-02 recommending to the City Council to approve amending Chapter 14, Section 5 of the Municipal Code of the City of Winsted concerning rental dwelling units minimum standards. Mr. Dickhausen seconded the motion. Motion carried 5-0.

Ms. Cafferty motioned to approve Planning Commission Resolution PCR-12-03 recommending to the City Council to adopt a new Ordinance Establishing Regulations Concerning Alternative Energy Systems. Mr. Fasching seconded the motion. Motion carried 5-0.

Mr. Guggemos motioned to approve Planning Commission Resolution PCR-12-04 recommending to the City Council to adopt a new Ordinance Regulating the Burning of Solid fuels in External Solid Fuel-Fired Heating Devices. Ms. Cafferty seconded. Motion carried 5-0.

4) Old Business

a) Sign Ordinance

Mr. Martens stated that at the September 10, 2012 Planning Commission meeting, several example Sign Ordinances were presented for the Commission to review in hopes of updating the City of Winsted's Sign Ordinance. Martens explained that discussion continued at the October 8, 2012 Planning Commission meeting in which Mr. John Anderson, Municipal Development Group, Incorporated, facilitated a discussion on the Ordinance and was directed to draft a new Sign Ordinance based upon that discussion.

Mr. Martens stated that Mr. Anderson has drafted a new Sign Ordinance which was included in the Planning Commission's packet for their review and is present at the meeting tonight to facilitate the discussion on this ordinance.

Mr. Anderson reviewed the new draft Sign Ordinance, in detail, with the Planning Commission members. The Planning Commission members directed Mr. Anderson to make certain changes within the new Sign Ordinance as they reviewed it. Mr. Anderson stated that he would send an updated version of the Ordinance to Mr. Martens for further review at a future Planning Commission meeting. Once the Planning Commission have reviewed the draft Ordinance again, and compared it to current signs within the City, a final version of the Ordinance can be written and a Public Hearing can be scheduled for adoption of the new Ordinance.

Mr. Martens stated that he would be speaking about the new Sign Ordinance at the Winsted Area Chamber of Commerce meeting on Thursday, November 15, 2012 and informing businesses in attendance of changes to the Ordinance in the future. He stated that he would provide the Planning Commission members with any feedback that he received from the businesses regarding the new Sign Ordinance.

5) New Business

a) Planning Commission Resolution PCR 12-05 – Site Plan Review - Millerbernd Manufacturing Building Addition – 622-6th Street South

Mr. Martens stated that Millerbernd Manufacturing has requested approval to construct a 49,150 square foot addition to an existing building at 622-6th Street South. Martens

further stated that the plans were submitted to the City Administrator and reviewed by the Building Inspector, City Engineer, Fire Chief, and City Administrator.

Mr. Martens explained that the approval requested was time sensitive and the City Administrator approved the building permit with the conditions of meeting requirements submitted by both the City Engineer and Fire Chief. He further stated that after the building permit was approved, staff found that the permit had been issued in error as the Zoning Code required mandatory review by the Planning Commission and City Council due to a threshold requirement when:

“the development proposed results in a total structural footprint of 25,000 square feet or more in aggregate for the subject parcel”.

Mr. Martens stated that although the footprint of the building is well past 25,000 square feet, the addition is again over that size so it is believed that this review must take place. After consultation with the City Attorney, staff was informed that the Planning Commission and City Council could ratify the approval and the project could continue forward during that process in order not to halt the expansion.

Mr. Martens explained that staff has chosen to allow the project to continue while the approvals are pursued and that staff is requesting that the Planning Commission review the proposed site plan and recommend that the City Council ratify the approval with conditions.

Mr. Martens explained that another error has come to the attention of staff because the plans submitted to the City had a substantial error, in which it was stated that the distance to the next property line to the north from the expansion was 424 feet. This was inaccurate as a property line exists about 50 feet to the north. The parcel on the other side of that line is also owned by Millerbernd Manufacturing; however, it is not within the current City Limits. This means that a portion of that parcel will need to be annexed into the City limits and should be an added condition to the approval process.

Mr. Martens stated that Millerbernd Manufacturing, McLeod County, and Winsted Township are aware of this issue and are in favor of the annexation. He further stated that staff recommends that the Planning Commission recommend approval of the Site Plan through Planning Commission Resolution PCR 12-05.

Mr. Martens explained that the addition is a permitted use and all sections of the Zoning Code will be met after annexation.

Mr. Martens stated that the proposed conditions of the approval of the site plan are as follows:

- € City Engineer Approval:
 - That the site plan meets all requirements and addresses all concerns of the City Engineer. Mr. Martens stated that the City has received a letter from the City Engineer stating that their requirements have been met.
- € Fire Chief Approval:
 - That the site plan meets all requirements of the Winsted Volunteer Fire Department, Fire Chief. Mr. Martens explained that this will result in another fire hydrant on the northwest portion of the property.
- € Annexation:
 - That a portion of Property I.D. 14.010.0300 be annexed into the City of Winsted city limits in order to accommodate the building addition and required setback minimums.
- € Parcel Combination:
 - That parcels owned by Millerbernd Manufacturing located at 622-6th Street South be combined into one (1) parcel and be recorded with McLeod County.

Mr. Martens stated that staff received a question on whether the parking criteria has been met. Confirmation has been received from Millerbernd that they have 350 employees on

their largest shift. Millerbernd's 186 stalls provided for parking meets the City's parking requirements.

Mr. Martens apologized for missing the requirement to have the Site Plan reviewed by the Planning Commission due to trying to meet timing requirements of Millerbernd Manufacturing.

Mr. Fasching asked if it was a surprise to the applicant that they had multiple sections of property. Mr. Martens stated that it was a surprise to them that a portion of their property was in Winsted Township and not within city limits.

Mr. Fasching asked if the applicant stopped the building process at any point due to this review and annexation needed. Mr. Martens stated no; that all parties that needed to be involved met and agreed to all requirements. There was no reason to stop the process while the requirements of a site plan review, annexation and parcel combination were being completed.

Mr. Fasching motioned to adopt Planning Commission Resolution PCR-12-05 recommending to the City Council to approve a site plan for the Millerbernd Manufacturing Building Addition at 622-6th Street South. Mr. Dickhausen seconded. Motion carried 5-0.

6) Other Business

a. Comissions Ordinance

Mr. Martens stated that after the Comissions Ordinance was approved, all members of the Planning Commission were immediately reappointed to the Planning Commission. Mr. Fasching asked what the term was for Planning Commission members. Mr. Martens stated that Planning Commission members serve three (3) year, staggered terms so that not all member terms expire at the same time.

b. Winsted Pride Award Judging

Mr. Ebensperger stated that he would forward the changes needed to the Winsted Pride Award judging information to Mr. Martens for review at a future meeting.

c. December, 2012 Planning Commission Meeting

The Planning Commission members agreed to changing the meeting time to 6:30 p.m. for the Planning Commission meeting on December 10, 2012.

d. Zoning Ordinance 1501.0015 Information Requirements and Procedure for Site Plan Approval

Mr. Martens asked about the intent of the City's ordinance requiring a mandatory site plan review by the Planning Commission and City Council for any building projects with a threshold of 25,000 square feet or more. After staff checked with Municipal Development Group, it is believed that at the time this threshold was written, the intent was that the Planning Commission and City Council would only review plans that met the threshold and that the rest of the plans would be reviewed administratively. The Planning Commission members agreed that this was the intent of the ordinance.

Mr. John Anderson, Municipal Development Group, stated that current language within the ordinance needs to be changed. Currently, Section 1501.0015 A. Purpose states "...Site Plan approval by the City Council must be obtained before a building permit is issued." Mr. Martens stated that this language amendment does not need to happen immediately as long as the City is clear on the intent of the ordinance.

7) Adjournment

Mr. Guggemos motioned to adjourn the meeting. Mr. Fasching seconded the motion. Motion carried 5-0. The meeting adjourned at 8:30 p.m.

Brad Martens

Brad Martens,
City Administrator
City of Winsted

ATTEST:

Raquel Kirchoff

Raquel Kirchoff,
Administrative Assistant
City of Winsted