

PROCEEDINGS OF THE ST. CLOUD PLANNING COMMISSION

A meeting of the St. Cloud Planning Commission was held on Tuesday, March 12, 2013, at 6 p.m. in the City Hall Council Chambers. Members present were Anderson, Andzenge, Ballantine, DeVine, Holtberg and Radaich. City Council representative Libert was present.

Open Forum: Holtberg invited members of the public to offer comments on any planning related matter that is not on the agenda. The following persons testified:

Alan Phillips
1013 8th Ave SE

He is a representative of the Southeast St. Cloud Neighborhood Preservation Coalition. The Coalition is actively working to preserve, protect, and enhance the resources of Southeast St. Cloud. The Southeast St. Cloud Neighborhood Preservation Coalition opposes the proposed University Drive Corridor Project. Regarding sidewalks in Southeast St. Cloud, he stated he would be in favor if the City is willing to work around the trees in place.

Consent Agenda: Anderson moved to approve the consent agenda as follows:

Acceptance of staff reports for March 12, 2013 as part of the official record

Approval of minutes from the February 13, 2013 Planning Commission meeting

Approval of minutes from the February 28, 2013 Special Planning Commission meeting

The motion was seconded by DeVine and carried unanimously.

St. Cloud Community Development Block Grant Program 2013 Annual Action Plan: Matt Glaesman, Planning Director, reminded Commissioners of the Community Development Block Grant Program (CDBG). A Planning Commission study session took place on February 13 allowing applicants to present their proposal as well as the intended uses of the funds and organizational missions. The purpose of the public hearing is to allow applicants and other community members to argue for their cause. Staff is seeking a recommendation regarding the expenditure of CDBG funds. The recommendation will be forwarded to the City Council in April for public hearing and final consideration.

Holtberg opened the public hearing and invited testimony. The following persons testified:

Planning Commission – March 12, 2013

Mike Haehn St. Cloud HRA 1225 W St Germain St	The primary objective of the Single Family Housing Rehabilitation Loan Program is for health, safety and weatherization in specific core areas and for emergencies city-wide. The 30-year deferred loan is for a maximum of \$20,000 at 0% interest. There are currently 21 homes on the waiting list. If CDBG funding is not allocated to this program, the program will be discontinued.
Jake Anderson Commission Member	He asked how the loan is repaid.
Mike Haehn	The loan is repaid upon sale of the property, refinance, ceasing to be the owner's primary residence or at the end of 30 years.
Sheila DeVine Commission Member	She asked if the program will continue if only a portion of the requested funds are received.
Mike Haehn	The program would continue but would impact less residents.
Emil Radaich Commission Member	He asked how much the HRA was awarded in 2012.
Mike Haehn	\$183,000 was awarded in 2012.
Ken Berry Accessible Space, Inc.	Accessible Space, Inc. is the non-profit sponsor, owner and manager of the Quarry Heights Apartments. Quarry Heights Apartments is a 20-year-old development that is in need of significant improvements but does not have the funds to pay for them. The primary need is the replacement of the original aluminum case windows. A petition has been signed by the residents with disabilities at the development stating the need for improvements.
Sheryl Rausch 706 9 th Ave N	She is the site supervisor for the Quarry Heights Apartments. The upgrades for the apartment building would be greatly appreciated by the residents. Many residents have physical disabilities as well as health issues, and the improvements would increase their quality of life.
Pegg Gustafson St. Cloud Downtown Council	She is the president of the St. Cloud Downtown Council (DTC). The DTC is seeking funds to help alleviate the cost and burden of code compliance and ADA accessibility for three businesses in the downtown area.
Dee Holsinger 711 W. St. Germain St	She is the owner of Bumbledee's in downtown St. Cloud. Currently the basement of the building is not being used because of the accessibility issue. She stated that making St. Cloud a destination for visitors is important and her business attracts consumers from all around the state. As a small business owner, the funds for the accessibility project are not feasible.
Jake Anderson	He asked how the funds will be administered for repayment.

Planning Commission – March 12, 2013

Pegg Gustafson	She stated that the funds have not been structured for repayment. The project would be structured as a grant program and participants would be required to qualify for the assistance.
Matt Glaesman Planning Director	The presumed benefit of the grant is to provide accessibility and opportunity for all to enjoy the downtown businesses. Regardless of the business in place, the accessibility improvement would remain.
Dennis Ballantine Commission Member	He asked if there was any financial commitment from the property owner.
Pegg Gustafson	The funding is for the basics needed to bring the building into compliance with code. Any additional investments for improvement would be the responsibility of the business owner.
Sheila DeVine	She asked how the grant would be allocated between the businesses.
Pegg Gustafson	The improvements at Bumbledee's include a full elevator installation. The funds for the two other businesses are for updating the existing elevators.
Dee Holsinger	She stated this allocation of funds is important to the decision to stay or leave the downtown area.
Chairperson Holtberg	He commented that it is important to improve the accessibility of downtown to keep business owners in the area.
Ryan Huffman Preserving US, Inc.	He is the Chairman of the Board for Preserving US, Inc. which is the non-profit general partner of the proposed Garfield Elementary redevelopment project. The project will be developed in conjunction with the MN Housing Finance Agency's 9% Tax Credit Program and will also receive allocations of Federal and State Historic Tax Credits. The MN Tax Finance Agency requires local participation in developments. The building's historic components will be restored, including returning the gymnasium to its original state. He stated he has been in contact with the Parks & Recreation Department and there has been discussion in regards to a possible community center use. Receiving no funding will present an obstacle due to the local participation requirement.
Sheila DeVine	She asked where community funds are being sought in the event that the request is not granted in full.
Ryan Huffman	Community funds are not currently being sought.
Dennis Ballantine	He asked about the minimum amount required to meet the local participation piece.
Ryan Huffman	Approximately \$100,000 to \$150,000 is needed in order to have enough funds to cover the development cost.
Matt Foster	He is the Development Director of the Youth for Christ City Life Center.

203 Cooper Ave	There are numerous HVAC units that need to be upgraded for building efficiency. He stated they are asking for one third of the total cost of the HVAC unit improvements. Additional funds are being raised through a capital campaign project, and there will be a match of \$25,000.
Jim Richard Youth for Christ City Life	He is a volunteer for Youth for Christ. The HVAC systems are approximately 20-25 years old and at the end of their life cycle. The units require significant maintenance and are very costly to repair.
Sheila DeVine	She asked them to speak to their capital campaign.
Matt Foster	The project total is currently \$3 million. The project of \$3 million has several elements including the expansion of the gymnasium and cafeteria. The first phase totals to approximately \$1.3 million.
Jessica Zaneski St. Cloud Area Crisis Nursery	The Crisis Nursery mission is to prevent child abuse and neglect by offering short-term emergency care support, resources and donations. The program operates 24 hours a day, 365 days a year with one full time staff and volunteers. Services are provided for those with limited or no support available.
Emil Radaich	He asked the amount that was allocated to this program in 2012.
Jessica Zaneski	She stated \$8,000 was allocated in 2012 and she thanked the Commissioners for that allocation.
Dick Andzenge Commission Member	He asked about the specific services offered.
Jessica Zaneski	If a person does not have child care or a friend/family member to help them with child care, they can go to the crisis nursery for help. Other services include referrals for housing, schooling, etc.
Dick Andzenge	He asked if any other organizations offer this same type of service.
Jessica Zaneski	There is no one else in the area that provides this type of service of a crisis nursery.
Dick Andzenge	He asked how many families are assisted in a week or month.
Jessica Zaneski	Over 500 families have been helped. On average, seven families are assisted each month.
Dennis Ballantine	He asked if there is a limit for the emergency care.
Jessica Zaneski	Emergency or short-term care is offered for up to 72 hours however, each family situation is evaluated individually.
Sheila DeVine	She asked about the optional match listed on the application.

- Jessica Zaneski Several applications have been submitted for funding grants through several sources including the Morgan Family Foundation, ELCA and United Way. She clarified that the optional match listed is the total for grants that have been applied for and have not yet been confirmed.
- Dennis Ballantine He asked about the cost incurred by the families seeking assistance.
- Jessica Zaneski Everyone is free however, 95% of the families that come to the crisis center fall within the poverty guidelines. No one is turned away regardless of their financial status.

There being no one else wishing to speak, the public hearing was closed. Glaesman stated the two options for the Commissioners are to either make a recommendation or table the item until the special meeting being held on Thursday, March 14. Ballantine asked if there is information regarding requests or the type of business, such as for-profit and non-profit. Glaesman stated there is not a required distribution by type; all recipients must meet the National objectives of the CDBG Program. Commissioners discussed the categories that the projects are placed in and the limits placed on each category. Radaich and DeVine commented that they support tabling the item until the Thursday, March 14 special meeting. Radaich asked Huffman of Preserving US, Inc. about the use of local contractors and materials for the demolition and construction of the redevelopment project. Huffman stated there is a general contractor that hires local trades, but it is not guaranteed. Anderson asked that the category breakdowns be included on Thursday, March 14.

Anderson made a motion to table the item until Thursday, March 14 at 4:00 p.m. for discussion. The motion was seconded by Ballantine and carried unanimously.

Public Input Session #2 for 2014 – 2019 Capital Improvements Program: Matt Glaesman, Planning Director, introduced the draft document for the 2014 – 2019 Capital Improvements Program (CIP).

Holtberg opened the public hearing and invited testimony. The following persons testified:

- Mark Muniz He is a member of the Southeast St. Cloud Neighborhood Coalition. The University Drive Corridor project is one that the Coalition has been following for several years. He asked about the Illustrative Capital Improvement (ICI) Appendix H and stated he was unclear of the function
1609 11th Ave SE

of the document. In October 2012, Mayor Kleis along with other City representatives made it clear that the University Drive Corridor Project would be removed from any future documents.

Matt Glaesman
Planning Director

Many long range planning documents and studies have been completed on future capital projects. It was decided that it was not appropriate to ignore those studies or their findings which might be useful if every revisited. The ICI lists projects that have been discussed but may never happen. The Unprogrammed Priority Project (UPP) lists projects that are on the radar and will fall in line shortly after the 5 programmed years. The ICI takes no position and is simply an informational reference.

Mark Muniz

He asked for clarification on the difference between the ICI and the UPP.

Matt Glaesman

The UPP states projects that are anticipated to happen in the next 6-15 years that will start to fall in line in the programmed years. The UPP is also for projects that could move forward if the appropriate funding is received. The ICI is a reference category that does not schedule projects or even take a position whether they will ever happen.

Mark Muniz

The University Drive Corridor Project remains on the map of CIP projects under the UPP. He stated his objection to the University Drive Corridor Project including the widening of University Drive Bridge, the intersection change at University Drive and Kilian Boulevard and the connecting of University Drive to TH10. Although projects are in Appendix H of the ICI, the Southeast St. Cloud Neighborhood Coalition is opposed to them being listed and would prefer they be removed.

Lowell Olson
23 Pandolfo Place

He is speaking on behalf of the Natural Parks and Trails Coalition. The Coalition is pleased to see plans for connecting with and extending existing regional trails including the Beaver Island Trail and Lake Wobegon Trail. He stated that within the next few years, they would like to see the City begin implementing the 2007 Master Plan for Neenah Creek Regional Park. Park land acquisition as a UPP is important for showing a commitment to acquire property when the opportunity arises. He stated they continue to support use of the ½ cent sales tax for regionally significant projects and also encourage collaborating with other jurisdictions on regional projects where appropriate. He congratulated the City on receiving Federal and State funds for recent park and trail projects and thanked the Commissioners for their continuing support of natural parks and trails.

Matt Glaesman

He clarified the questions regarding the University Drive Corridor Project. The map of CIP projects by year does show projects in the area of Southeast St. Cloud, however, they are not in regards to the University Drive Corridor project. They include a pedestrian crossing, park improvements and dam improvements. Appendix H in the ICI lists the bridge expansion, the intersection at University Dr and Kilian Blvd and the improvements to TH 10. The ICI is strictly historical information.

There being no one else wishing to speak, the public hearing was closed. Anderson commented that projects listed in the ICI may have been chosen by a particular board or Mayor and they provide an opportunity for neighborhood groups and other community members to ask questions to potential candidates. He stated he is in support of the ICI category.

Amendment to Article 19 – Section 19.12 Drainage and Erosion: Matt Glaesman, Planning Director, explained the request for Article 19, Section 19.12 be amended to direct potential users to the proper location in the Code of Ordinances and to provide better detail of the Land Disturbance Permits (LDPs).

Holtberg opened the public hearing, and seeing no one who wished to speak then closed the public hearing. Ballantine asked if a new permit or fee is involved in the change. Glaesman stated the change is to a reference between documents. Anderson made a motion for approval. The motion was seconded by Andzenge and carried unanimously.

Vacation of Herb Brooks Way / St. Cloud State University: Matt Glaesman, Planning Director, explained a request to vacate Herb Brooks Way between 4th Ave S and 3rd Ave S. The vacated right-of-way is proposed to be used as a pedestrian plaza for the primary entrance into the National Hockey Center (NHC). Staff met with representatives from SCSU prior to the Planning Commission meeting regarding emergency vehicle access to the NHC and the southern portion of the campus. As a result of the meeting, staff is recommending six conditions that SCSU has agreed to. Tim Norton, Director of Facilities at SCSU, stated that this portion of the project has been added on in the last few months. He confirmed that SCSU is in agreement with the six conditions presented. Glaesman stated the six conditions: 1) The required clear width of the proposed fire lane for Herb Brooks Way would be 28' as required by the Fire Code for Arial Apparatus; 2) This fire lane can have vehicle access controlled by using the vehicle restriction bollards that have been designed and approved by SCSU and St. Cloud Fire Department for campus-wide use and replacement. The Fire Department will provide locations; 3) Herb Brooks Way would need to be identified as a Fire Lane; 4)

Engineering would require an Easement for utilities and also an agreement allowing for the future use of the SCSU parking lot for a traffic re-route area when 16th St S requires maintenance repair; 5) 12th St S would be returned to a true Fire Lane with a minimum clear width of 20' and signed as such; and, 6) The gates on the 12th St S Fire Lane would be removed to allow unrestricted emergency vehicle passage. Commissioners discussed the issue of traffic flow and safety concerns.

Radaich made a motion for approval. Ballantine seconded the motion and it carried unanimously.

2012 Northeast Drainage Analysis Report: Matt Glaesman, Planning Director, introduced Lisa Vollbrecht of the City of St. Cloud Public Utilities Department. Vollbrecht presented the 2012 Northeast Drainage Analysis Report. The City of St. Cloud completed a Stormwater Management Plan (SWMP) as a guide to managing the City's stormwater discharge as the St. Cloud area continues to grow. City staff has struggled to maintain compliance with stormwater regulations in the Northeast St. Cloud Industrial Area. The SWMP Implementation Plan includes information on Official Control and Studies needed for implementation of best management practices (BMPs).

DeVine asked if there has been any participation from business owners in the Industrial area. Vollbrecht stated the City has not pursued any private business owners at this time. The initial focus will be internal cleanup. Anderson asked for clarification on the recommendation to disconnect the Clover Leaf Trailer Park sanitary connection. Vollbrecht explained that there is a cross connection with the trailer park in which stormwater flows through the sanitary connection. Ballantine asked how Benton County can help with the recommendations. Vollbrecht stated that Benton County has been successful in receiving Clean Water Legacy Grant funds. A study called Urban Industrial Stormwater Cleanup was submitted however, until the Implementation Plan is approved, the study cannot receive funding. Ballantine asked how the participation of business owners will be addressed. Vollbrecht stated an educational program is needed before going to the industrial business owners. DeVine stated she is in favor of the education piece to engage business owners in participating. Anderson questioned whether it was appropriate for the City to provide the education and the enforcement.

Vollbrecht stated the City has more information regarding the area and would be in a better position for education.

Glaesman stated that two options are available. Option one is to simply approve the adoption of the plan, which would require subsequent Planning Commission approval for implementation of each project. Option two is to approve the plan adoption and implementation of its recommended improvements. Staff is comfortable with option two. Holtberg asked if working with the City of Sauk Rapids is an option. Vollbrecht stated it is not because the City of St. Cloud is unique with its stormwater requirements. Holtberg asked if this plan could be incorporated in the building permit process. Vollbrecht stated that the building permit process only addresses redevelopment projects with the Land Disturbance Ordinance.

Anderson made a motion to approve the plan and implementation of its recommendations. The motion was seconded by DeVine and carried unanimously.

Other Business: Holtberg recognized Tim Chirhart, former serving member of the Planning Commission, Zoning Board of Appeals and the Charter Commission. He thanked Chirhart for his service to the City of St. Cloud.

Glaesman reminded Commissioners that a special meeting will take place on Thursday, March 14 at 4:00 p.m. in the City Hall Council Chambers for the purpose of discussing the CDBG recommendation and at 5:00 p.m. for a joint meeting with the City Council, Park and Recreation Advisory Board and the Transportation Infrastructure Advisory Board.

Anderson asked for an update on the technology upgrade commitment. Glaesman stated that GFOA is currently working to complete an assessment. Glaesman has made it clear through those discussions that the \$1 million Development Fund investment is to implement the technology recommendations of Zucker Systems.

Adjournment: There being no further business, the meeting was adjourned at 7:43 p.m.

Dick Andzenge, Secretary