

PROCEEDINGS OF THE ST. CLOUD PLANNING COMMISSION

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

Open Forum: No one was present to speak at the open forum.

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

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

Approval of minutes from the October 8, 2013 Planning Commission meeting

The motion was seconded by Andzenge and carried unanimously.

Amendment to Article 14 – Use Standards, Section 14.3 – Temporary Shelter Facilities:

Matt Glaesman, Planning Director, explained a request to amend Article 14 of the Land Development Code (LDC), which allowed Temporary Shelter Facilities to extend the maximum length of stay from 45 days to 90 days for up to 10% of the occupants with an expiration date of January 1, 2014. The Planning Commission previously discussed this matter in June and July of 2013 and agreed to initiate the amendment process due to the upcoming expiration of the sunset provision. Staff recommends approval of the proposed LDC amendment continuing the additional 45 day allowance without further sunset provision. Ballantine commented that he supports the recommendation to continue the additional 45 day allowance.

Holtberg opened the public hearing and invited testimony. There being no one wishing to speak, the public hearing was closed. Anderson asked if the Planning Department has received any feedback regarding this amendment. Glaesman stated that he has not received any feedback in writing, although he has had discussions with both Anna Marie's Alliance and the Salvation Army. They are supportive of the continuation of the additional 45 day allowance. Ballantine made a motion

to approve the amendment continuing the additional 45 day allowance without further sunset provision. The motion was seconded by Andzenge and carried unanimously.

Amendments to Article 4 – Land Use Applications and Enforcement and Article 11 –

Special Purpose District: Matt Glaesman, Planning Director, explained a request to amend Articles 4 and 11 of the Land Development Code (LDC) to clarify the amendment process for Conditional Use Permits (CUPs), Development Plan Amendments (DPAs), and Medical District Amendments. Staff recommends approval of the proposed LDC amendment to better reflect past and present practice.

Larson asked if Planned Unit Development (PUD) amendments would require all property owners within a PUD to consent to the request of an amendment. Glaesman stated the amendment is meant to clarify that an individual property owner has the right to ask for an amendment and suggested changing Section 3, E, 5 into two separate statements. The City's Legal Department is supportive of the language in the proposed ordinance.

Holtberg opened the public hearing and invited testimony. There being no one wishing to speak, the public hearing was closed. Anderson asked if the provision stating "the developer, when requested, will make periodic reports to the Planning Commission" has been utilized. Glaesman stated that periodic compliance checks have been completed by staff when available. Anderson stated that he supports the changes. He noted that a concern in past discussions has been the enforcement of conditions and suggested that enforcement mechanisms be articulated more clearly. Goerger asked if consideration had been given to requiring all property owners within a PUD to consent to an amendment. Glaesman stated that staff feels strongly that it is not appropriate to require all property owners to consent to an amendment. He explained that any property owner has the right to ask for a deviation to a zoning provision. Goerger commented that he believes there is a difference between asking for a change in overall zoning and a change in a PUD; however, he does not object to the text in the draft ordinance.

Anderson made a motion to approve the amendment including the change separating Section 3.E.5 into two statements. The motion was seconded by Andzenge and carried unanimously.

Commissioners agreed to move the three vacation requests on the agenda before the Placemaking Design Manual public hearing.

Redevelopment Holdings One, LLC / Vacation: Matt Glaesman, Planning Director, explained a request to vacate a 15' wide easement that bisects the former Granite Bowl parking lot. The existing building is proposed to be razed, and the entire site is to be redeveloped with a 17,500 sq. ft. office building. The office building is proposed to be located on the west side of the lot and would cover the easement. Staff recommends approval of the vacation as requested, subject to comments from the St. Cloud Engineering Department.

Andzenge made a motion to approve the vacation subject to staff recommendations. The motion was seconded by DeVine and carried unanimously.

Wollak Development, Inc / Vacation: Matt Glaesman, Planning Director, explained a request to vacate a 10' wide drainage and utility easement centered on the common lot line between Lots 1 and 2, Block 1, Mill River Estates Second Addition. The applicant currently owns Lot 1 and is in the process of purchasing Lot 2 with the intention of building a new single-family home across the existing lot line. There are no City utilities within the easement to be vacated, and staff recommends approval of the vacation.

Ballantine made a motion to approve the vacation subject to staff recommendations. The motion was seconded by Andzenge and carried unanimously.

James Trantina on behalf of Collins Brothers Towing of St. Cloud / Vacation: Matt Glaesman, Planning Director, explained a request to vacate the 23rd Ave N right-of-way between 6th St N and the Burlington Northern Rail Yard. Once the right-of-way is vacated, the applicant is proposing to create a fenced-in impound lot for the vehicle towing business. Staff is recommending approval subject to Engineering Department recommendations.

Anderson made a motion to approve the vacation subject to staff recommendations. The motion was seconded by DeVine and carried unanimously.

Recommendation on the Adoption of the St. Cloud Placemaking Design Manual: Matt Glaesman, Planning Director, presented the St. Cloud Placemaking Design Manual for discussion and direction regarding document adoption and implementation. The options to advance the placemaking recommendations include: 1) adopting the placemaking manual as an addendum to the 2003 Comprehensive Plan; 2) utilizing the placemaking design manual as a framework to initiate an update of the Comprehensive Plan, including an update of the Downtown Master Plan; 3) advancing specific recommendations using the manual's implementation priorities and responsible parties; and, 4) considering the design manual in preparation of the 2015-2020 Capital Improvement Program, for which drafting begins in November. Commissioners discussed the options available for implementation.

Holtberg opened the public hearing and invited testimony. There being no one wishing to speak, the public hearing was closed. Commissioners discussed recommendations, entity responsibilities, and funding. Ballantine made a motion to proceed with options 2, 3 and 4 for Placemaking project implementation. The motion was seconded by DeVine and carried unanimously.

Preview of the 2015-2020 Capital Improvement Program Process: Matt Glaesman, Planning Director, informed Commissioners of the upcoming Capital Improvement Program process. Commissioners discussed the timeline and the possibility of changes to the document.

2014 Planning Commission Meeting Schedule: Matt Glaesman, Planning Director, presented the 2014 Planning Commission Meeting Schedule. DeVine made a motion to approve the 2014 meeting schedule. The motion was seconded by Anderson and carried unanimously.

Adjournment: There being no further business, the meeting was adjourned at 7:12 p.m.

Dick Andzenge, Secretary