

## PROCEEDINGS OF THE ST. CLOUD PLANNING COMMISSION

A meeting of the St. Cloud Planning Commission was held on Tuesday, December 10, 2013, at 6 p.m. in the City Hall Council Chambers. Members present were Anderson, Andzenge, Ballantine, DeVine, Holtberg, Larson, and Radaich. City Council representative Goerger was absent.

**Open Forum:** Jessica Harper, 2600 Clearwater Road, St. Cloud asked the Planning Commission to consider amending the City Code to allow the keeping of chickens within residential zones. Chair Holtberg indicated that staff would review the matter and provide a later report to the Planning Commission.

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

Acceptance of staff reports for December 10, 2013 as part of the official record.

Approval of minutes from the November 12, 2013 Planning Commission meeting.

The motion was seconded by DeVine and carried unanimously.

**Recommendation on a request from Great River Faith in Action on behalf of Discovery Church to rezone the property located at 1230 Highway 23 East from R1, Single Family Residential District to Planned Unit Development (PUD):** Matt Glaesman, Planning Director, explained the property has been utilized as a place of worship for more than 40 years. Despite the property's location at the Trunk Highway 23 and Trunk Highway 10 interchange; the current zoning of the site is R1. Adjacent parcels are zoned C5 and multiple-family, each of which would allow places of worship by-right. Glaesman noted that the Planned Unit Development request is necessary given the proposed change from a place of worship to a non-profit center offering retail, support services, day-care, offices, and a community garden. Glaesman provided updated information regarding trip generation and off-street parking requirements noting that concurrent use by all proposed functions would not overburden street operations or existing parking supply. Staff supports the proposed rezoning. Ballantine asked for clarification of the intended retail use. Denice Freih, Executive Director of Great River Faith in Action explained that the retail function would be limited based upon amount of

space and configuration of floor plan in small rooms. The retail function would primarily serve families in need or based upon referral services. Freih noted that the facility will be open on weekdays for programming and administrative purposes. Some community gatherings and celebrations may occur on weekends or weeknights. GRFIA is not a place of worship, but may provide space for community gatherings consistent with their mission. Holtberg opened the public hearing and invited testimony.

The following persons testified:

Larry Westin, 13035 Autumn Ridge, Becker, MN -

Westin explained that Discovery Church had vacated the property upon its relocation in May of 2013. Discovery Church supports the rezoning request finding the proposal an appropriate use of the property. Westin asked that the Planned Unit Development also allow for the potential of the property reverting to place of worship as the principal use.

Art Cotant, 600 17<sup>th</sup> Street North, Sartell, MN –

Cotant stated that the proposed use can serve a growing need given demographic and economic change in the community and the surrounding neighborhood. Discovery will maintain ownership and lease the property to GRFIA. Discovery finds the proposed uses and GRFIA's mission consistent with their faith mission.

John Ryder, 9385 O'Dean Avenue Northeast, Elk River, MN –

Ryder volunteers with GRFIA's furniture program and explained that families are also served.

Holtberg closed the public hearing. Holtberg questioned the ability to address the property reverting to a place of worship. Glaesman indicated that the PUD General Development Plan can acknowledge both the proposed GRFIA operation and a place of worship as allowed principal uses. Anderson asked if future changes of ownership between Discovery and GRFIA would be limited by the PUD. Glaesman indicated that ownership would not affect the PUD terms or require an amendment. Devine asked if GRFIA was aware of potential building improvements required for changing use of the building. Freih indicated that GRFIA was aware of the potential access and fire improvements and will conduct the necessary research if the Planning Commission recommends approval of the rezoning. Larson asked if the uses would be limited to the interior building or if expansions were envisioned. Glaesman indicated that the PUD could specify that uses are limited to the existing building. Freih indicated that the community garden and playground would be the only exterior uses and that no expansion is intended at this time. No parking lot or exterior lighting improvements are

proposed. Radaich asked if neighborhood residents had been provided notice. Glaesman indicated that the required notices are sent to property owners, but that the required on-site notice sign is intended to further inform residents and passersby. Andzenge asked if any further attempts were made to reach area residents. Glaesman indicated that staff provided the code required notice. Freih stated that GRFIA had attempted to reach out to some residents, but that recent cold weather had curtailed those efforts. Anderson asked about the setting of other GRFIA stores. Freih noted that GRFIA's Elk River operates a retail location in a commercial district, while a secondary location serves as a restoration and distribution site.

Ballantine moved to approve the rezoning to allow both GRFIA operations and reversion to a place of worship. Radaich asked about GRFIA's current operations in St. Cloud and the region. Freih indicated that GRFIA already has 20+ staff in St. Cloud and more than 500 volunteers in the region. The motion was seconded by DeVine and carried unanimously.

**Public Input Session #1 for 2015-2020 Capital Improvements Program:** Jim Flaaen, Planning Technician, introduced the 2015-2020 Capital Improvements Program highlighting the structure, purpose, and process utilized in adopting the CIP each year. Flaaen noted that this is the first of several community input opportunities throughout the process.

Gil Otto, 1217 8<sup>th</sup> Ave. SE, St. Cloud -

Otto asked that any reference or phase of the University Drive corridor expansion or connection to TH 10 be removed from the Capital Improvements Plan. The Southeast Neighborhood Preservation Coalition believes that the CIP's continued reference in the ICI category is inconsistent with the commitment of City Administration to remove the corridor improvements from consideration.

Lowell Olson, 23 Pandolfo Place, St. Cloud -

Olson encouraged the City to prioritize parkland and trail acquisition projects given the current potential for grant funding. Olson noted that trail and parkland projects are envisioned by recent sustainability, river, and complete streets policies and plans adopted locally and regionally.

Charlotte Stephens 23 Pandolfo Place, St. Cloud -

Stephens encouraged the City to implement the parks and trails projects suggested by recent planning efforts. Stephens asked for clarification that UPP projects are able to move into programmed years with each annual update of the CIP or be considered as a mid-year expenditure if funding opportunities are presented.

Jim Flaaen, Planning Technician

Flaaen confirmed that UPP projects can be moved into programmed years as necessary.

DeVine asked if the CIP document clearly defines the three project categories. Flaaen indicated that the categories are defined. Devine suggested that language be added where necessary to clarify that UPP projects are able to move into programmed years rather than wait until the defined 6-15 year period. Devine asked how project histories are tracked through the document. Glaesman explained that the accuracy of the CIP project lists are summarized annually and that each project sheet provides a history of the specific project. Anderson asked if any public comment had been received to date. Flaaen indicated that staff had not received written or verbal comment to date.

**Matter of the request from Sam DeLeo on behalf of Art Schloeder and Ramona Bocke for the vacation of a 10' wide drainage and utility easement between Lots 6 and 7, Block 1, Willow Pond Three. (Location: 1606 and 1608 28th Street South) (VAC-2013-10):**

Matt Glaesman, Planning Director, explained that the request is intended to consolidate two existing platted lots into a larger building site. Glaesman noted that the easements are not currently occupied by public utilities and that future use of the easement is unlikely. Devine moved to approve the requested vacation. The motion was seconded by Andzenge and carried unanimously.

**Matter of the request from Ted Klein on behalf of Sauk River Estates LLC and A & T Stride Investments LLC for the vacation of drainage and utility easements located on the common property lines between Lot 1, Block 1 Stone Gate Plaza and Lot 1, Block 1 Stone Gate Plaza Plat 2. (Location: 3211 and 3241 Oakham Lane) (VAC-2013-11):**

Matt Glaesman, Planning Director, explained that the request is intended to accommodate the northeasterly expansion of the

Stride Academy School already on the property. Glaesman noted that the easements are not currently occupied by public utilities and that new easements are being dedicated during replatting of the property. Devine clarified that the easement is occupied by a private utility. Glaesman indicated that the property owner would be responsible for relocation of that line. Devine moved to approve the requested vacation. The motion was seconded by Anderson and carried unanimously.

**Discussion of 2013 City of St. Cloud Housing Assessment:** Matt Glaesman, Planning Director, presented the findings of the 2013 Housing Assessment. Glaesman explained that a significant community engagement process was utilized to gain insight of the general public, senior residents, immigrant communities, and developers/builders. Glaesman indicated that the document is in draft form as staff is seeking public comment over a 30-day review period. Upon its adoption, the assessment will inform future updates of the City's CDBG consolidated plan and 2003 Comprehensive Plan. DeVine noted that funding for the assessment was shared by both public and private partners in the community. Glaesman thanked those partners and indicated that the study findings will also benefit non-profit and private sector funding and grant requests. Holtberg noted that turnout was good during the community open houses. Holtberg added that it is important to remember that the plan is an assessment of the City of St. Cloud's housing supply and demand, not the metropolitan area.

**Discussion of Comprehensive Plan Update:** Matt Glaesman, Planning Director, explained that the City's Comprehensive Plan has surpassed 10 years old and that its update has been a frequent topic of discussion in recent budgeting. Glaesman noted that a number of planning efforts have been recently undertaken by the City and community stakeholders that can inform an update of the comprehensive plan. Glaesman questioned if the Planning Commission shares staff's opinion that the update proceed in 2014. Community partners have already indicated their support for the update, such as Greater St. Cloud Development Corporation that has offered \$25,000. Glaesman

added that a request for proposals has been drafted to outline the key elements of the update and asked for input in the coming weeks regarding those elements. Glaesman requested authorization to proceed with the RFP recognizing that a budget expenditure approaching \$150,000 to \$200,000 may be required.

Holtberg supported the update in 2014 and suggested that the phased implementation of the City's information technology upgrade may allow the Development Fund to front the update costs in 2014. Anderson explained that the comprehensive plan update is specified as use of Development Fund revenues. Anderson added that the update must address demographic changes and accurately project long-term housing and facilities needs. Radaich felt that St. Cloud will continue to see demand for senior housing and active uses given its central location. DeVine agreed that phasing of the information technology improvements should soften the impact to Development Fund balance in 2014. DeVine felt the plan must proceed given emerging economic and social trends in the community. Ballantine clarified that issuing the RFP would provide a better sense of the project cost and that all proposals could be thrown out if too costly. Ballantine questioned if the \$200,000 estimate is reasonable. Glaesman stated that the competitive nature of consultant services and availability of city staff to assist the consultant team should result in significant cost savings. Anderson moved that staff proceed with issuing the RFP and updating the comprehensive plan. The motion was seconded by Andzenge and carried unanimously.

**Discussion of Community Development Block Grant Program Year 2014 Action Plan:**

Matt Glaesman, Planning Director, presented the schedule for review and adoption process for the Program Year 2014 CDBG Action Plan. Glaesman indicated that staff is expecting entitlement funds similar to the 2013 allocation rather than the drastic reductions projected in earlier years. However, Glaesman predicted that requests would again exceed the entitlement allocation. Anderson asked that a summary of the HRA and City's prior CDBG allocations be provided with the 2014 applications. Anderson requested that the summary detail both geographic distribution and utilization of funds.

**Adjournment:** There being no further business, the meeting was adjourned at 7:45 p.m.

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Dennis Ballantine, Secretary