



City of Sartell 2015 Annual Report

Community Development Building Department



Greetings,

We are pleased to provide this report to you about the activities of the Sartell Community Development Department and Building Department during 2015. You will find information about the variety of accomplishments, projects and ongoing efforts of staff in the areas of community planning, construction permitting and inspection, and code compliance.

The Community Development and Building Department promotes a safe, dynamic, and vibrant community, and enhances the living, working, and recreation choices for community residents, businesses and visitors.

Community Development Staff

Community Development Dir./Assistant City Administrator – Anita Rasmussen

Anita has 18 years of planning and community development experience, of which 15 have been within the public sector. She has a Masters of Urban Planning from Minnesota State University and is nearing the completion of a Doctorate in Public Administration from Hamline University. Anita has been with the City as the Planning and Community Development Director since 2003 but was the City’s planning consultant since late 2000.

Community Development Technician – Nate Keller

Nate has been with the city of Sartell Planning Department for one and half years. Prior to joining Sartell Nate interned for the city of Hutchinson as an Economic Development Assistant for close to a year. Nate graduated from St. Cloud State in December of 2013 with a BA in Planning & Community Development

Building Development Staff

Building Official – Kyle Christensen

Kyle has been with the City of Sartell as the Chief Building Official for nine years. Prior to coming to work for Sartell, Kyle was the Vice President of Operations for Waldron and Associates, a private inspection firm located in Waconia, MN, Served as Building Official for the City of Hutchinson, MN., building and rental inspector for the City of Willmar, interned with the city of Inver Grove Heights and worked in residential and commercial construction as a carpenter for approximately 15 years. Kyle is licensed with the MN Dept. of Labor and Industry as a Certified Building Official, Building Inspector with International Code Council and an Associate Degree in Building Inspection Technology

Fire Marshal/Code Official – Butch Rieland

Butch is currently the Fire Marshal/Code Official/Deputy Emergency Manager/firefighter for the City of Sartell and has been a firefighter for the City of Sartell for 19 years. Butch also conducts fire investigations (with the assistance of the State Fire Marshal’s Office) along with firefighting for the city of Sartell’s fire department. Butch graduated with honors obtaining his AAS Fire Science Degree from Hennepin Technical College in 2005 & is also a state certified fire inspector. Butch has worked as a Fire Inspector for the cities of Rockville, Maple Grove, and St Cloud. Butch was employed by the City of Sartell in 1997 as a part-time fire inspector and started as Sartell’s first full-time Fire Marshal/Code Official in 2007. Butch is also certified as an Emergency Manager in the field of Emergency Management and is currently the assistant emergency manager for the City of Sartell.

Planning Commission

- Gary Orman – Chair
- Ryan Fitzthum
- Glen Persen
- Anna Gruber
- Dawn Moen

Joint Planning Commission

- Sarah Jane Nicoll
- Steve Hennes
- David Peterson

Summary of Official Zoning Actions Planning Commission/City Council

2015:

- ❑ The Planning Commission held a total of 10 regular meetings and two special meeting.
- ❑ The City Council held a total of 14 public hearings for planning and zoning related actions.

Planning Commission following staff recommendations – 20/22 Requests

City Council following planning commission recommendation – 21/22 Requests

City Council following staff recommendation – 21/22 Requests

2014:

- ❑ The Planning Commission held a total of 12 regular meetings and 3 special meetings.
- ❑ The City Council held a total of 12 public hearings for planning and zoning related actions.

Planning Commission following staff recommendations – 16/16 Requests

City Council following planning commission recommendation – 16/16 Requests

City Council following staff recommendation – 16/16 Requests

2013:

- ❑ The Planning Commission held a total of 11 regular meetings and four special meetings.
- ❑ The City Council held a total of 9 public hearings for planning and zoning related actions.

2012:

- ❑ The Planning Commission held a total of 8 regular meetings and special meetings.
- ❑ The City Council held a total of 14 public hearings on planning and zoning related actions.

2011:

- ❑ The Joint Planning Commission held a total of 11 regular meetings and two special meetings.
- ❑ The City Council held a total of 18 public hearing for planning and zoning related actions.

Vacations

In 2015, the City Council granted 2 utility easement vacations.

1. Kwik Trip Utility/Drainage Easements Approved (Lot Consolidation)
2. Grandview Crossing Utility/Drainage Easements Approved (Replat)

In 2014, the City Council granted 2 utility easement vacations.

In 2013, the City Council granted 2 Drainage and Utility Easement Vacations.

In 2012, the City Council granted 7 Drainage and Utility Easement Vacations.

In 2011, the City Council granted 3 Drainage and Utility Easement Vacations.

Variations

In 2015, the City received 0 requests for a variance.

2014, The City received three requests for variances. They were to encroach into the wetland setback, accessory structure in the side yard and sideyard setbacks. The variances were approved

2013 The City received one request for a variance. The request included reducing the lot size for an administrative lot split in an I-2 zone. The variance was approved

2012 The City processed one request for a variance in 2012. The request included a side yard setback on an existing house after a survey had found the house was built in error too close to the side yard property line than what is allowed. The variance was approved.

2011 The City processed no requests for variances in 2011.

Conditional Use Permits

In 2015, the City reviewed two conditional use permit (CUP) requests:

1. Kwik Trip - Car Wash in a B2 District - Approved
2. Fouquette Auto – Used Car Sales in B2 District – Approved
3. Solar Stone – Solar Garden in an I1 District - Approved

2014

In 2014, the City reviewed two conditional use permit (CUP) requests to allow for fences within a floodway. Both were approved.

2013

In 2013, the City reviewed two conditional use permit (CUP) requests to allow for a gas station in a B-1 zone and a safety fence within a floodway. Both CUP requests were approved

2012

The City reviewed one conditional use permit (CUP) amendment request to accommodate a change in land use within a planned unit development. The original CUP allowed for a mixed senior living campus. The CUP amendment request was to allow for office use. The City approved the CUP amendment to allow for medical and professional office, along with the continuation of residential. Commercial or retail uses are not allowed unless it is accessory to the office building.

2011

The City reviewed one conditional use permit amendment request to remove a mix of residential units in a Planned Unit Development, allow for the expansion of deviations in the typical setback requirements, lot width and lot sizes in Oak View Pond Estates Two.

Interim Use Permits

In 2015, there were no IUP requests submitted to the City.

2014

There were no IUP requests submitted to the City.

2013

The City Council received one requests for an interim use permit in 2013 for the demolition of portions of the former Verso Paper Mill, which was approved.

2012

The City Council received no requests for interim use permits in 2012.

2011

The City Council received three requests for interim use permits in 2011 for both Coborn's Stores for seasonal outdoor sales and for TNT Fireworks/Walmart for seasonal outdoor sales of fireworks, which were approved.

Zoning Permits

The planning department processed 88 zoning permit applications for fences, accessory structures (120 sf or smaller), and parking pads through administrative approval in 2015. This permit process is to ensure setbacks and construction requirements are met and involve a review of the application and site plan. A final inspection is conducted after the project is complete.

2014

The planning department processed 59 zoning permits in 2014.

2013

The planning department processed 74 zoning permits in 2013.

2012

The planning department processed 97 zoning permit in 2012.

2011

The planning department processed 69 zoning permits in 2011.

Sign Permits

In 2015, the planning department handled 43 sign permit applications for 22 permanent signs, 12 temporary community event signs (5K races, Summerfest, festivals) and 7 temporary on-premise signs.

2014

The planning department processed 34 sign permit applications for 16 permanent signs, 9 temporary community event signs, 0 temporary new development sign, and 9 temporary on-premise signs (commercial districts).

2013

In 2013, the planning department processed 29 sign permit applications for 14 permanent signs, 8 temporary community event signs (5K races, summerfest, festivals) and 7 temporary on-premise signs

2012

In 2012, the planning department processed 35 sign permit applications for 20 permanent signs, 9 temporary community event signs and 6 temporary on-premise signs.

2011

The planning department processed 32 sign permit applications for 15 permanent signs, 11 temporary community event signs and 6 temporary on-premise signs (3 in residential districts and 3 in commercial districts).

Rezoning/Zoning Establishments

In 2015, the City processed the following rezoning requests:

1. Providence - R1 to R-5 (Single Family) – Approved
2. 331 4th Avenue South – B-2 to R-3 – Approved
3. Arbor Trails – R-3 to R-1 – Approved
4. Yarmon/Diverse Properties, Katterhagen – B2 to R-3

2014

The City processed no request for rezoning/zoning establishments

2013

The City processed no request for rezoning/zoning establishments

2012

The City processed no request for rezoning/zoning establishments.

2011

The City processed 2 requests for rezoning in 2011. The rezoning establishments were for the Puchalla property from B-2 to R-3 and for the Diverse property (Benton Corner) from R-1 to B-1. Both rezoning establishments were approved.

Land Use Amendments

In 2015, the City processed the following Land Use Amendments:

1. Yarmon/Diverse Properties/Katterhagen – Single Family/Commercial – to Medium Density Residential.

2014,

In the City did not process any requests for Land Use Amendments.

2013

In 2013, the City did not process any requests for Land Use Amendments.

2012

In 2012, the City processed one requests for a Land Use Amendment. G & M Dehler Trust requested a land use amendment on property guided for medium density and low-density residential located east of HWY 15 and south of CSAH 120 to be amended to commercial.

2011

In 2011, the City processed two requests for Land Use Amendments. Puchalla Properties, LLC requested a land use amendment on properties guided for general business located north of 2nd Street South and west of 4th Avenue South and Sartell Street West to be amended to high-density residential which was approved. Diverse Properties of Sartell, LLC requested a land use amendment on property guided for low-density residential located east of Benton Drive/County Road 33 and south of County Road 29 to be amended to limited business which was approved.

Planned Unit Developments

In 2015, the City Council processed the following Planned Unit Development:

1. Providence – Single Family Development

2014

The City Council did not process any requests for Planned Unit Developments related to a Rezoning, Conditional Use Permit, and Preliminary Plat.

2013

The City Council did not process any requests for Planned Unit Developments related to a Rezoning, Conditional Use Permit, and Preliminary Plat.

2012

The City rendered an action on one Planned Unit Development, which included an amendment to a conditional use permit for Silvercrest Sartell related to allowing professional medical office while continuing to allow residential.

2011

The City rendered an action on one Planned Unit Development, which included an amendment to a conditional use permit for Oak View Pond Estates related to removing the allowance for a mix of residential units and to the typical minimum setback requirements, lot width, and lot sizes.

Preliminary Plats

In 2015, the City processed two requests for Preliminary Plats.

Total Single Family Residential Lots –

Providence and Arbor Trails – 143 Single Family Lots

2014 Preliminary Platted –

The City did not process any requests for Preliminary Plat.

2013 Preliminary Platted –

Over the course of 2013, the City did not process any requests for Preliminary Plats

2012 Preliminary Platted –

Over the course of 2012, the City did not process any requests for Preliminary Plats.

2011 Preliminary Platted –

Over the course of 2011, the City processed three requests for Preliminary Plats.

Total Apartment Lots -	2
Total Commercial Lots –	1 lot

Final Plats

In 2015, the City Council rendered an action on the following Final Plats:

<i>PLAT</i>	<i>Lots</i>	<i>Zone</i>	<i>ACTION</i>
Avalon Village 9	18	PUD	Approved
Savanna Oaks 2nd	2	R-1	Approved
Grandview Crossing	2	PUD	Approved
Arbor Trails	19	R-1	Approved
Providence	15	PUD	Approved

TOTAL	Final Plat
Total Single Family Residential Lots –	54 lots
Total Twin/Townhome Lot -	0 lot
Total Apartment Lots -	1 lot
Total Commercial Lots -	1 lot

2014 Final Plats

The City of Sartell processed five requests for Final Plat Approval.

Multifamily -	2 lot
Commercial	
Single Family -	

2013 Final Plats

The City of Sartell processed one request for Final Plat Approval.

Total Multifamily -	2 lot
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2012 Final Plats

The City of Sartell processed four requests for Final Plat Approval.

Total Single Family Residential Lots – 23 lots
 Total Townhome/Twin home Lots - 1 lot
 Total Commercial Lots - 2 lots

2011 Final Plats

The City of Sartell processed four requests for Final Plat Approval.

Total Single Family Residential Lots – 4 lots
 Total Apartment Lots - 2 lots
 Total Commercial Lots - 1 lot

Site Plans

In 2014, staff approved the following Administrative Site Plans:

<i>Site Plan</i>	<i>Purpose</i>	<i>Square Footage</i>
Grandview Crossing	Multi-Family	124 Units
Kwik Trip	Commercial	9,000 sf

TOTAL 2 Site Plans

Total Square Footage of Commercial/Office – 9000 SF
Total Square Footage/Units Residential – 124 Units

2014 Site Plans

<i>Site Plan</i>	<i>Purpose</i>	<i>Square Footage</i>
Victory Apartments	Multi-Family	48 Units
Legends of Heritage	Multi-Family Expansion	Senior Facility
Pinecone Vision	Office	
Pinecone Cottages	Twinhomes	Senior Housing
Trinity Logistics	Office	
Chateau Waters	Multi-Family	100 Units/190,000 SF Senior Housing
Total Square Footage of Commercial/Office – 6,490 SF		
<u>Total Square Footage/Units Residential – 144,425 SF and 94 Units</u>		

2013 Site Plans

The City processed 6 requests for Site Plan Approval in 2013.
 Total Square Footage of Commercial/Office – 6,490 SF
 Total Square Footage of Public – 1,404 SF
 Total Square Footage of Parking – 48,669 SF
Total Square Footage/Units Residential – 144,425 SF and 94 Units

2012 Site Plans

The City processed 3 requests for Site Plan Approval in 2012.
 Total Square Footage of Commercial/Office – 48,973 SF
 Total Square Footage of Public – 0 sf
Total Square Footage/Units Residential - 0 SF and 0 Units

2011 Site Plans

The City processed 6 requests for Site Plan Approval during 2011.
 Total Square Footage of Commercial/Office – 33,548 SF
 Total Square Footage of Public – 0 sf
 Total Square Footage/Units Residential - 271,606 SF and 148 Units

2015 Building Permits

New Single Family Homes -	62 Permits
New Single Family Value –	\$13,850,350.00
New Multi-Family Housing -	2 Permits
New Multi-Family Value -	\$28,394,900.00
New Commercial-	1
New Commercial Value -	\$250,000.00
Commercial Expansions/Alterations -	26 Permits
Commercial Expansions/Alterations Value -	\$1,860,190.00
Other Building -	\$2,022,900.00
Total Building Permit Valuation Totals	\$46,378,340
Average Valuation for Single Family (construction) -	\$223,392

2014 Building Permits

New Single Family Homes -	73 Permits
New Single Family Value –	\$17,215,700
New Multi-Family Housing -	0 Permits
New Multi-Family Value -	\$0.00
New Commercial-	19
New Commercial Value -	\$4,910,421
Commercial Expansions/Alterations -	22 Permits
Commercial Expansions/Alterations Value -	\$1,515,200
Average Valuation for Single Family (construction) -	\$235,831

2013 Building Permits

New Single Family Homes -	71 Permits
New Single Family Value –	\$16,172,570.00
New Multi-Family Housing -	2 Permits
New Multi-Family Value -	\$11,819,000.00
New Commercial-	10
New Commercial Value -	\$2,307,749.00
Commercial Expansions/Alterations -	29 Permits
Commercial Expansions/Alterations Value -	\$9,495,215.00
Average Valuation for Single Family (construction) -	\$227,782

2012 Building Permits

New Single Family Homes -	51 Permits
New Multi-Family Housing -	2 Permits
New Commercial-	2 Permits and 2 footing and foundation
New Single Family Value –	\$10,725,700
New Multi-Family Value -	\$13,055,533
New Commercial Value -	\$4,700,000
Commercial Expansions/Alterations -	38 Permits
Commercial Expansions/Alterations Value -	\$5,565,770

Projects/Activities

Zoning Ordinance Revisions

Over the past year, the planning department conducted significant ordinance research (impervious surface, off-street parking, urban agriculture, etc) and prepared ordinance amendments. The City Council adopted the following ordinance amendments:

Stormwater Ordinance Requirements – Multiple Amendments throughout zoning and subdivision codes.

Certificate of Survey Requirements - Multiple Amendments throughout zoning and subdivision codes

Subdivision Ordinance – Cul-de –Sac lengthen

National Pollution Discharge System (NPDES)

The Planning Department administers with the assistance of the Public Works and Building Departments with the National Pollution Discharge Elimination System (NPDES) program. The NPDES Phase II program is a federally mandated program established by the Environmental Protection Agency (EPA) to implement and maintain storm water management activities through a permitting mechanism in the City of Sartell. The permit requires the City to incorporate six minimum control measures into a storm water pollution prevention plan (SWPPP), which also needs to be updated on a yearly basis. Those six control measures include Public Education and Outreach, Public Participation/Involvement, Illicit Discharge Detection and Elimination, Construction Site Runoff Control, Post-Construction Runoff Control, and Pollution Prevention/Good Housekeeping. These measures are expected to result in significant reductions of pollutants discharged into receiving water bodies.

Ms4 Update

The Planning Department submitted the City's new MS4 permit and application for coverage under the NPDES State Disposal System General Permit, which went into effect on August 1, 2013. Upon review and acceptance of our application, the City will have 12 months to comply with all the new requirements (including updates to our zoning and subdivision ordinances, enforcement measures, and education requirements). Most of that work occurred at the beginning of 2015 and included an audit by the MPCA in the Fall of 2015.

Ordinance research

Solar Ordinance Amendments

The Planning Commission had been reviewing standards related to solar panels and solar gardens.

Stockpile/Property Maintenance

The Planning Commission had discussions regarding commercial property maintenance, in particular, those with large stockpiles and unmanaged vegetation. They requested a conversation with members of the CMBA or other interested individual to discuss the problem and seek potential solutions from their members (in advance of crafting ordinances).

Geensteps Program

Continue to enter information into our profile and have been able to add at least five additional best practices. As we head into the heavy permit season, and as time allows, we will continue to analyze new potential best practices to implement

APO Funding Request

We applied and received approval of a planning grant which was submitted to the APO on July 1st requesting funds to review routes associated with the future 15th Street North collector roadway from Pinecone Road to Town-line Road will be funded. This will be a 2016 planning study.

LeSauk Drive Study and Preliminary/Final Design

The purpose of the study was to document existing and forecasted conditions and to develop and evaluate the feasibility of alternatives to improve traffic flow, safety, and operations along LeSauk Drive and Stearns County Road 1. The Council (together with recommendations by the Planning and Economic Development Commission) approved the 5 legged design.

Staff then started working with Stearns County and SRF to start preliminary and final design services for the above-referenced project with the goal of a 2016 construction start.

TAP Grant

Sartell's SRTS plan implementation grant application was given the highest priority from the APO's Board. St. Cloud's Beaver Island Trail connection was the 2nd priority. While both projects advanced to the next level, our project had the highest priority, received extra points that are used to score all projects and was able to secure the funding for the improvements.

New Resident Summit

Nate worked on a new resident summit that attempted to acclimate new residents to our community. He was trying to connect with different groups such as the Chamber and MetroBus for different options and partnership opportunities. This event was cancelled due to the lack of interest.

Solar Garden

Staff had been meeting with representatives of SolarStone to assess the possibility of leasing city-owned property for the purpose of a solar garden. After the company had spent a significant amount of time analyzing potential sites and energy utilization, staff assisted the company with an application for a solar garden located on the Grede landfill and the former city lagoon. Planning staff worked and the negotiated land lease for the project with guidance from a Council subcommittee.

Legislative Work

Planning staff testified on several occasions on the need for additional transportation funding including a specific transportation funding request. This request is for \$4 million in state funding to complete the construction of a regional roadway corridor known as the 50th Avenue South Project

Mississippi River

There had been a few activities that staff had participated in relative to the Mississippi River. On April 23rd Anita was able to provide a presentation to representatives of the Mississippi River Parkway Commission on the activities the City of Sartell has done in relationship to the Mississippi River and in conjunction with the St. Cloud Area Urban River Plan. In addition,

along with Sauk Rapids and St. Cloud, Sartell hosted a riverfront property owner workshop on May 14th which will provide an opportunity to ask specific city regulation questions, learn useful property tips and the possibility of exploring the formation of a riverfront property association. Planning Staff continues to be involved in the regional Mississippi River Regional Planning committees.

CITY OF SARTELL ECONOMIC DEVELOPMENT ACTIVITIES

Sartell is alive and growing, and the Economic Development Commission (EDC) is dedicated to improving the economic vitality of the area. The EDC is a volunteer board for the City of Sartell.

The following community representatives are involved in Sartell Economic Development:

Economic Development Commission:

Chad Zimmerman
Brian Dauer (Chair)
Jim Illies Jr.
Dawn Loberg
Mike Schoenecker
Bruce Stainbrook
Julie Whitney
Heladio Zavala

City Staff:

Anita Rasmussen, Planning Director
Mary Degiovanni, City Administrator

The mission of the Sartell Economic Development Commission:

To promote Sartell as a viable place to start, expand, relocate or retain a business so as to provide the potential for profitable growth. The Economic Development Commission will assist the City Council in policy-making decisions, which continue to create a community, which offers a high quality of life for employers, employees and residents to live and raise their families.

What does economic development mean to Sartell?

- Creation of a strong and diverse tax base
- Higher quality commercial/industrial development with a higher tax base density per acre, even if it develops more slowly
- A mix of wage rates which meet or exceed the livable wage as per the City's municipal subsidies policy, depending upon the types of businesses that locate here
- Redevelopment

What does economic development mean to Sartell physically? What types of development are consistent with this vision?

- Medically oriented business/office
- Light Manufacturing/office warehouse
- Business/office park with higher development standards
- Commercial/retail centers
- Appropriately zoning industrial land when annexed into the City

Activities

1. CGI Promotional City Videos

CGI was able to solicit 20+ businesses for sponsoring the City's promotional videos which will be published on the City's website.

2. Sartell Medical/Office Neighborhood

Nate participates in the medical/office neighborhood group located along Highway 15. They began meeting in 2012 to brainstorm business solutions to the impending road construction projects that impact traffic flow, patient/client access, and overall business operations. The group has evolved and is working on developing long-term strategies to brand the neighborhood in order to improve patient/client relations as well as grow business. The City of Sartell was awarded \$10,000 from the Initiative Foundation's Innovation Grant Program to assist in an economic sustainability plan for the medical/office neighborhood, and the city plans to emulate this plan elsewhere.

3. Site Selector Tour – Greater St. Cloud Region

Along with a number of the other surrounding communities, the Planning Director participated in a site selector familiarity tour which was sponsored by the MN Department of Employment and Economic Development (DEED) and was hosted by the Greater St. Cloud Development Corporation. Five (5) regions, including St. Cloud, were invited by DEED to host a site selector event to introduce them to the business development assets of each of our regions. In addition to having the opportunity to get our region on the radar screen of a national site selector, the intent was for the site selector to offer feedback to the host region as to how they can strengthen or improve their competitive positioning in business attraction.

4. EDC One-Year Strategic Initiatives

The EDC has created subcommittees to address several goals in 2015 to work of the following:

1. Community Culture and Tourism
2. Recruitment/Marketing Efforts – Tech, Medical, and Retail
3. Paper Mill property(s) Redevelopment
4. Town Square/Park Advocacy /Community Center Relations