Planning and Community Development Department Update
May 2014
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2014 Council Goals Update

- ***Figure out a way to re-engage the skate park people***

I met with Brandon Testa two weeks ago to start on a work plan for engagement. I had also forwarded contact information to him of contractors who had worked on a number of local skateboard parks including Wyoming and Plymouth in an effort to gain a clearer perspective of the funds needed to create a similar structure in Sartell.

- ***Seek ways to connect interested community members in various community issues/projects (e.g. the Round Barn, Community Pool advocates, etc.)***

No further updates.

Other Planning Department Issues

Avalon Village 8 Update

Since the time you have approved the Avalon Village 8 final plat, I wanted to provide you with a few updates. The developer has agreed to provide lowest floor elevations of the homes to be constructed, along with mass grade the area that comprises the 19 lots. Because the area in which the trail was to be constructed included an infestation of willows, the requirement to hold an easement and escrow have been removed as a requirement. Beyond the existing requirement that the 4th Street "minimum maintenance" road will be maintained (through the force of building permit issuance), the developer has agreed to work with the City to create a connection between 22nd and 21st Avenue. We are looking at all possible solutions including a slight modification to the preliminary plat in order to complete the connection without having to final plat another 70 homes.

For future reference, we will include images of the underlying preliminary plat and other better quality maps (those that are not scanned as part of the packet) for all final plats this point forward.

Subdivision Standards

Mike and I have been working on adding the amendments as directed by the Council at the last council meeting. The amendments and full ordinance will be part of your June meeting for adoption.

Comprehensive Plan Update

We have nearly completed the neighborhood and focus group meetings for the comprehensive plan. When we are complete – we will have hosted 10, community input session through the community. The next significant meeting scheduled is the Community Visioning meeting on May 19th. We have Susan Brower, State Demographer presenting demographic information and trends and John Shardlow to facilitate some additional community input. At this point, we have 33 people who have RSVP'd for the event. Please let me know if you are able to attend as well!

AIM Verso Planning and Redevelopment Planning Process Update
The MPCA has approved the Phase 2 work plan, which means the analysis of the site has begun. A report of the findings will be available to the property owner in the next few weeks. Again, once that information is made available to the property owner, we will then be able to progress to complete the redevelopment plan for the site (summer).

Mobile Food Vender
The Planning Commission and the Economic Development Commission have both had robust discussion regarding the creation of a mobile food vendor. I will be drafting an ordinance for the Planning Commission's consideration during their June meeting. The anticipated public hearing date and review by the Council will be on June 9th.

Limited Mobile Food Vendor: Prepackaged items such as ice cream, pop and candy are sold. Currently permitted with a transient permit. (Ice cream truck, Schwan's)

Mobile Food Vehicle Vendor: Self-contained truck or trailer used to prepare and serve food that is readily movable without disassembling. (Truck selling tacos, hot dogs, other dishes)

Criteria for Mobile Food Vehicle Vendor permit approval:

- Not on public sidewalks or trails.
- Not on public or private streets or right of ways
- ~~Only one truck per parking lot area, or one vendor per bock, first come first serve~~ PC Recommended Removal
- Must display city permit
- Must obtain written consent from owner
- May not be in public parks without a special park permit for a specified day or event
- This permit/ordinance language is for those mobile vendors which seek the flexibility in placement and hours which would not be afforded to them through in Interim Use Permit process.

Location Restrictions for Mobile Food Vehicle Vendor

- ~~Within 200 feet of a restaurant~~
- ~~Within 500 feet of any festival or civic event, unless allowed by the festival or civic event.~~
- ~~Within 500 feet of Bernicks Arena? Pinecone Central Concessions?~~
- ~~Within 200 feet of any City Park unless permit is obtained.~~
- EDC recommended that the mobile vendors be allowed on streets, PC disagreed due to public safety reasons.
- PC recommended that the mobile vendor would need to get a special permit from the City to be on public grounds (parks, etc.).
- PC recommended no parameters regarding distance from an existing business (felt requiring the property owner's permission would eliminate the concern of proximity).

Hours of Operation for Mobile Food Vehicle Vendor and Transient Permit

- 7 am to 11 pm.

Business Requirements for **Mobile Food Vehicle Vendor**

- Must obtain a city of Sartell Mobile Food Vehicle Vendor license.
- Must have use of a commercial kitchen.

- No external freestanding signage, bollards, seating or any other equipment not contained within the vehicle.
- Generator must be self-contained and screened from view.
- Clean all litter and garbage.
- Follow orders of the police, public works or other regulatory services inspector.

License Application

- Mobile Food Vehicle Vendor Application and license – must renew yearly.
- The Planning Commission recommended the fee be reasonable to cover the expenses of permit review and enforcement.

Failure to Comply

- May get a letter, telephone call or visit from an inspector describing the complaint or violation.
- Failure to comply with immediate violation orders may result in citations, fines, suspensions and revocation of the license to operate.