

Planning Commission
January 11, 2016

Pursuant to due call and notice thereof, a Planning Commission meeting was held on January 11, 2016 6:30 p.m. at Sartell City Hall.

MEMBERS PRESENT: Anna Gruber, Dawn Moen (arriving at 6:33 pm), Gary Orman, Ryan Fitzthum

MEMBERS ABSENT: Glenn Persen

OTHERS PRESENT: Mike Nielson, City Engineer
Anita Rasmussen, Community Development Director

Orman called the meeting to order at 6:30 p.m.

ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON 2016

A MOTION WAS MADE BY FITZTHUM TO ELECT ORMAN AS CHAIRPERSEN FOR 2016. THE MOTION WAS SECONDED BY GRUBER. UPON VOTE BEING TAKEN THE FOLLOWING VOTED:

AYE: GRUBER, MOEN, ORMAN, FITZTHUM
NAY: NONE
MOTION CARRIED

A MOTION WAS MADE BY GRUBER TO ELECT FITZTHUM AS VICE CHAIRPERSEN FOR 2016. THE MOTION WAS SECONDED BY ORMAN. UPON VOTE BEING TAKEN THE FOLLOWING VOTED:

AYE: GRUBER, MOEN, ORMAN, FITZTHUM
NAY: NONE
MOTION CARRIED

AGENDA REVIEW AND ADOPTION

Orman requested that property maintenance be located under 6b. Fitzthum requested an update on the school meeting.

A MOTION WAS MADE BY FITZTHUM TO APPROVE THE AGENDA. THE MOTION WAS SECONDED BY GRUBER. UPON VOTE BEING TAKEN THE FOLLOWING VOTED:

AYE: GRUBER, MOEN, ORMAN, FITZTHUM
NAY: NONE
MOTION CARRIED

APPROVAL OF MINUTES OF PREVIOUS MEETING

A MOTION WAS MADE BY FITZTHUM TO APPROVE THE MINUTES OF THE NOVEMBER 2ND MEETING. THE MOTION WAS SECONDED BY GRUBER. UPON VOTE BEING TAKEN THE FOLLOWING VOTED:

AYE: GRUBER, MOEN, ORMAN, GRUBER
NAY: NONE
MOTION CARRIED

NEW BUSINESS

Conditional Use Permit – Pinecone Regional Park Parking Lot

Together with the Sartell Youth Hockey Association and as the property owner, the City is seeking the approval of a conditional use permit to construct an additional 283 stall parking lot within Pinecone Regional Park and within the floodway.

The City of Sartell currently has a floodway ordinance, which protects flood areas and minimizes flood losses. The floodway is the channel of a watercourse (Watab River), which is responsible and required to carry or store the regional flood or waterway. According to our ordinance, in order to construct a parking lot requiring the amount of grading and fill needed to meet stormwater requirements, a conditional use permit is required. Because of the high ground water elevations, fill will be necessary to raise the proposed contours to elevations that are high enough to provide the mandated three feet of separation between the groundwater elevation and that of the proposed storm pond. Approximately 15,000 cubic yards of fill will be necessary to complete the entire parking lot and provide that level of separation. The amount of impervious is expected to increase to 20% from 10% (which is still below the zoning code requirement of 25%).

A hydraulic investigation was completed to determine what if any, floodplain impacts may exist as a result of the construction of the full parking lot. The investigation modeled both existing and proposed conditions on the arena property. The hydraulic investigation concluded that there would be no measurable increase in the 100-year flood conditions if the flood fringe were filled (during a significant rain event) but would not increase or impact the floodplain.

Consideration (if economically feasible) to phase parking lot stall construction could be discussed. Phase one could increase the amount of additional parking by 170 stalls creating a total of 260 stalls (97 more than the minimum requirement).

There is still some question regarding the status of two wetlands on the property which are currently under review. There's some discussion regarding wetlands that have appeared since the platting of the property in the early 2000's and whether or not they were there prior to the platting. If it has been determined that the current waterbodies are historical wetlands, a mitigation plan will need to be completed and approved. Finalizing the wetland discussion should be occurring the week of January 11th. As a result, the Commission will need condition any approval with a successful WCA application (if necessary).

Other parking lot designs were considered including pervious pavers, porous pavement and cable concrete but were not considered economical or efficient for the utilization of a parking lot.

Staff recommends approval with the following conditions:

1. Subject to the conditions as required by the MnDNR and other regulatory agencies (deadline for comments is January 20th).
2. Successful wetland delineation report and mitigation permit (if necessary).
3. Installation of additional path lights from City Hall parking lot to the arena parking lot

Fitzthum asked if we should we be curbing 1st street north, will that help with stormwater control. Stated that the improvement should delay the parking lot project, but should be something the city review in the future.

Moen asked if there would be enough parking with the addition? Staff said yes.

Fitzthum asked about bus parking location.

A MOTION WAS MADE BY FITZTHUM, TO RECOMMEND APPROVAL OF THE FINDINGS OF FACT SUPPORTING THE CONDITIONAL USE PERMIT REQUEST. THE MOTION WAS SECONDED BY MOEN. UPON VOTE BEING TAKEN THE FOLLOWING VOTED:

AYE: ORMAN, MOEN, GRUBER, FITZTHUM

NAY: NONE

MOTION CARRIED

A MOTION WAS MADE BY GRUBER, TO RECOMMEND APPROVAL OF THE CONDITIONAL USE PERMIT. THE MOTION WAS SECONDED BY FITZTHUM UPON VOTE BEING TAKEN THE FOLLOWING VOTED:

AYE: ORMAN, MOEN, GRUBER, FITZTHUM

NAY: NONE

MOTION CARRIED

Conditional Use Permit – Winner’s of Sartell Patio

Winner's of Sartell has requested an approval for a conditional use permit to operate an outdoor patio. The proposed location of the outdoor patio is along the northerly side of the existing building. The patio is approximately 640 square feet in size, constructed of a concrete pad and surrounded with a total capacity of 25 people (5 tables). Food and beverages would be served on the patio.

At this time, the application is not proposing a fence, screening or lighting around the patio, with the exception of the lighting currently on the building.

Since the adoption of the code which requires outdoor restaurant patios used for dining and beverages (alcoholic) obtain a conditional use permit, the City has required those affected establishments (Partners Pub, Westside Liquor) to construct privacy fences (level of privacy may increase based on proximity to a residential neighborhood), screening, lighting requirements and timeframes of operations.

Staff recommends approval with the following conditions:

Approve with the following conditions:

1. A six-foot privacy fence made of non-combustible materials is installed around the perimeter of the patio to ensure the minimization of noise to the adjoining residential properties. The fence must contain a door, which meets fire code.
2. Any additional lighting, if proposed, would need to be consistent with the city’s code regarding outdoor lighting, including the deflection away from adjacent properties and that the fixtures would need to be full cut-off style lenses.
3. Patio may be open from April 15th to October 15th,

4. Customers are only allowed on the patio between the hours of 10 am and 10 pm, with no exceptions.
5. Customers may not go beyond the fenced patio area with any type of food or beverages (alcoholic or otherwise).
6. Maximum capacity of the patio is limited to 25 people.
7. There shall be no music, audio or visual displays on or within the patio.
8. Two noise or nuisance calls pertaining to the outdoor patio area within 24 hours of each will result in the automatic shutdown of the area until reviewed by the Planning Commission and City Council. In addition, if a pattern of noise or nuisance complaints have been received, by order of the Community Development Director or Police Department, the patio shall be down for use until such time the Planning Commission and City Council review the terms of the conditional use permit and require changes (hours or additional screening/noise mitigation).
9. The liquor liability insurance be extended to the patio area. A copy of the extended insurance shall be submitted to the City.

Gruber asked if the establishment is aware of the recommendations. Rasmussen said that the applicant was given all of the conditions in writing.

A MOTION WAS MADE BY GRUBER, TO RECOMMEND APPROVAL OF THE FINDINGS OF FACT SUPPORTING THE CONDITIONAL USE PERMIT REQUEST. THE MOTION WAS SECONDED BY MOEN. UPON VOTE BEING TAKEN THE FOLLOWING VOTED:

**AYE: ORMAN, MOEN, GRUBER, FITZTHUM
NAY: NONE
MOTION CARRIED**

A MOTION WAS MADE BY GRUBER, TO RECOMMEND APPROVAL OF THE CONDITIONAL USE PERMIT. THE MOTION WAS SECONDED BY MOEN UPON VOTE BEING TAKEN THE FOLLOWING VOTED:

**AYE: ORMAN, MOEN, GRUBER, FITZTHUM
NAY: NONE
MOTION CARRIED**

OLD BUSINESS

2016 Planning Commission Schedule

A MOTION WAS MADE BY MOEN, TO RECOMMEND APPROVAL OF THE 2016 SCHEDULE. THE MOTION WAS SECONDED BY FITZTHUM UPON VOTE BEING TAKEN THE FOLLOWING VOTED:

**AYE: ORMAN, MOEN, GRUBER, FITZTHUM
NAY: NONE
MOTION CARRIED**

Comprehensive Plan Update

Rasmussen went through the various sections of the comprehensive plan. Pending no significant changes from the draft, Rasmussen asked the commission for consensus to move the draft plan (pending comments by the EDC as well) to a virtual open house scheduled to start on January 15th.

Discussion regarding the placement of a potential new high school and it's impact to land use in that area.

Fitzthum asked about the incentives for infill development, the draw of people staying in the township may include incentives that are typical in a rural setting (bon fire, lax code). Review rules and code for rural residential to entice township residents to join the city.

Fitzthum would like to have a meeting with LeSauk and Sauk Rapids Township to review the Comp Plan.

OTHER BUSINESS

Project Updates

Rasmussen and Nielson provided updates on the following issues:

- LeSauk Drive Project
- Community Center
- 15th Street Roadway Study
- Joint Meeting Schedule (EDC/CMBA and City Council)
- School Plans
- Student Liason
- Business Survey

Fitzthum asked about Providence. Orman asked meeting minutes. Orman asked about snow removal on sidewalks.

ADJOURN

A MOTION WAS MADE BY MOEN TO ADJOURN THE MEETING AT 7:34 P.M. THE MOTION WAS SECONDED BY GRUBER. UPON VOTE BEING TAKEN THE FOLLOWING VOTED:

AYE: GRUBER, MOEN, ORMAN, FITZTHUM
NAY: NONE
MOTION CARRIED

Minutes by:

Anita Rasmussen, Community Development Director