

**CITY OF SARTELL  
PLANNING COMMISSION MEETING  
SARTELL CITY HALL  
MONDAY, MARCH 7, 2016  
6:30 PM**

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- 1) AGENDA REVIEW AND ADOPTION
- 2) APPROVAL OF MINUTES OF PREVIOUS MEETINGS
  - A. REGULAR MEETING JANUARY 11, 2016
  - B. SPECIAL MEETING FEBRUARY 29, 2016
- 3) PUBLIC HEARING – 2016 COMPREHENSIVE PLAN  
Requested Action: Obtain Public Comment, table action.
- 4) NEW BUSINESS
  - A. COMMUNITY CENTER FINAL PLAT  
Requested Action: Provide Recommendation on the Final Plat
  - B. COMPREHENSIVE PLAN CONFORMANCE  
Requested Action: Approve Resolution
  - C. 2015 DEPARTMENT REPORT  
Requested Action: Approve Report
- 5) OTHER BUSINESS
  - A. PROJECT UPDATES
- 6) ADJOURN

Anita Rasmussen  
Community Development Director/Assistant City Administrator

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FOR THOSE REQUIRING SPECIAL ASSISTANCE, PLEASE CONTACT CITY HALL AT 253-2171

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**Planning Commission  
January 11, 2016**

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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 2<sup>ND</sup> 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 11<sup>th</sup>. 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 1<sup>st</sup> 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.

Moен 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 15<sup>th</sup> to October 15<sup>th</sup>,

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 15<sup>th</sup>.

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
- 15<sup>th</sup> 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

**SARTELL CITY COUNCIL  
PLANNING COMMISSION  
PARK COMMISSION  
ECONOMIC DEVELOPMENT COMMISSION  
PARK COMMISSION  
SPECIAL MEETING**

**MINUTES OF FEBRUARY 29, 2016**

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Pursuant to due call and notice thereof, a special meeting was held on February 29, 2016 in the conference room of the Sartell City Hall. Mayor Nicoll called the meeting to order at 6:00 p.m.

**COUNCIL PRESENT:** Mayor Sarah Jane Nicoll, Pat Lynch, Amy Braig Lindstrom, Steve Hennes, David Peterson  
**EDC PRESENT:** Bruce Stainbrook, Juli Whitney, Mike Schoenecker Chad Zimmerman  
**PARK PRESENT:** David Lindbloom Diane Schellinger Rachel Lolmasteymaugh  
**PC PRESENT:** Anna Gruber, Glenn Persen, Gary Orman

**ALSO PRESENT:** Anita Rasmussen, Community Development Director/Assist City Administrator  
Mike Nielsen, City Engineer  
Mary Degiovanni, City Administrator  
Nate Keller, Community Development Technician.

**AGENDA REVIEW AND ADOPTION**

Motion was made by Lolmasteymaugh to accept the agenda as proposed, motion was seconded by Chad Zimmerman. Motion passed.

Introductions were made.

**COMPREHENSIVE PLAN UPDATE**

Rasmussen presented details of the Comprehensive Plan highlighting the goals, and strategies of the plan while providing basic background into What a Comprehensive Plan is and isn't. Rasmussen explained the requirement of two public hearings prior to the adoption of the Comprehensive Plan.

There was discussion on: multi-family construction, incorporating the schools into the Sartell brand, partnering with news outlets or utilizing city's social media to create a Q and A about Sartell, creation of an arts commission or combining an arts commission with the park commission, feedback received from the Comprehensive Plan.

**OTHER BUSINESS**

Orman discussed the possibilities of sharing Commission minutes (Planning, EDC, Park) with the Council. Staff would continue to include commission recommendations within the project staff memos, but minutes would be distributed to the Council in advance of being officially adopted.

**ADJOURN**

The mayor adjourned the meeting at 7:34 p.m.

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Nate Keller  
Community Development Technician

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Mayor

# SARTELL Planning Commission

# AGENDA COVER MEMO

Originating Department <b>Planning Department</b>	Meeting Date: <b>March 7, 2016</b>	Agenda Item No. <b>3A</b>
Agenda Section: <b>Public Hearing</b>	Item: <b>2015/2016 Comprehensive Plan Update</b>	

## **BACKGROUND:**

This comprehensive plan is an attempt to consolidate all the collaborative planning work that has been completed over the past 13 years and enhance the document by addressing other critical programs and services that help define a place, its people and the quality of life they enjoy. A few aspects of community life include the arts and youth services. Sartell has a legacy of effective planning, but until now, we have not had the important conversations about who we are and what binds us together as a community.

The process for this update started in 2014 with some community outreach and engagement efforts. Drafting of the plan occurred in the summer of 2014. The plan was temporarily put on hold until some site-specific projects could be determined (or, at least, further in their process) and then at which time, could be integrated into this document.

## **Public Input:**

Nearly 116 people participated in the draft Comprehensive Plan virtual open house from February 9th through the 19<sup>th</sup>. Although not everyone completed every section or even finished it, it certainly provided an opportunity for the public to review the draft document and comment. We also received two emails which outlined comments and concerns regarding the comprehensive plan. Generally speaking, there was general support (whether they agreed or were on the fence) on all aspects of the nine driving principals and goals. It became clear from the input that perhaps some of the areas where people were undecided could benefit from further clarification which will be integrated into the next draft of the plan.

## **ATTACHMENTS:**

1. Presentation

## **ACTION REQUESTED:**

Take public input and close the public hearing.  
Provide direction to staff (if necessary).  
Postpone any further action on the Comprehensive Plan to May.

Your Voice. Your Vision. Your Future.



Comprehensive Plan Update

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WHY DO WE PLAN?



There are several important benefits to the entire community that result from the planning process:

- Quality of life is maintained and improved.
- There is a vision, clearly stated and shared by all, that describes the future of the community.
- Protects property rights and values
- There is more certainty about where development will occur, what it will be like
- The results of planning are contained in documents we call "comprehensive plans"

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**Comprehensive Plan: A Definition**

- Guide investment, development and allocation of services in a community
- Attempt to consolidate all the collaborative planning work that has been completed over the past 13 years
- Address critical programs and services that help define a place, its people and the quality of life they enjoy.
- Have important conversations about who we are and what binds us together as a community.
- Advisory document to be used as a guide to decision making about our natural and built environment.
- Provides legal justification for land use decisions and ordinances
- Creates **balance** between potentially conflicting interests.

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In addition to the physical planning and growth, a comprehensive plan will attempt to determine what makes Sartell.....Sartell!

A comprehensive plan and it's process intends on yielding a set of goals and strategies for the City to follow to achieve this vision.

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**Comprehensive Plan: What it isn't.**

- Does not offer specific regulations. That is completed through the adoption of zoning and subdivision codes.
- Does not prioritize programs, goals or strategies. That is reviewed yearly by the commissions and council and then documented within the financial management plan (and other documents).
- Does not provide for detailed layouts (master plans). That is completed in advance of development.
- Does not take into account economic impacts or costs. That is completed through the review of the City's financial management plan.

Just like no two communities are alike... the same is true for Comprehensive Plans.

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**To Realize Full Potential Of The Plan, It Should Be Used To:**

- Guide City officials and staff to assist with a variety of tasks
  - Development and infrastructure decisions
  - Acquisition and use of land
  - Budgeting capital improvements
  - Establishing regulatory changes
- Guide residents, businesses, and property owners to assist them in:
  - Determining potential property use
  - Understanding possible land use changes in the surrounding area
  - Establishing reasonable land value expectations
  - Understanding future infrastructure improvements
  - Making improvements and investments to their own properties
- Guide developers in their property acquisitions and coordinating their development plans with City goals, regulations, and infrastructure plans
- Assist neighboring and overlapping jurisdictions to coordinate issues of mutual interest

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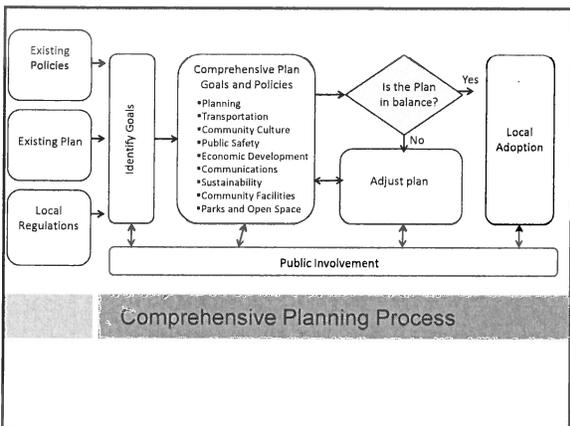
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### Who has been involved...so far??

- **Community Visioning Meeting**
- **Focus Groups**  
Sartell Medical Community  
Commercial Core Community  
2nd Street South Business Community  
East Side Business Community  
Senior Connection  
Youth (Pine Meadow and Oak Ridge)  
Youth (Middle school)
- **Taking it to the Streets**  
Celebration Lutheran Church  
Country Manor  
Westside Learning  
Resource Training and Solutions  
Celebration/Wilds/Woods Neighborhood
- **Sartell Chamber Community Expo**
- **Winter Market (Farmers Market)**
- **Commission Discussions**
- **Business Retention Visit Discussions**
- **Emailed Comments**
- **Individual Meetings**
- **Virtual Open House**
- **Sartell School Board**

**Upcoming Opportunities**

- **Public Hearing (March and May)**

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### Summary of the Driving Principals and Goals (our VISION)

- 🗣️ **Communications and Engagement: How We Connect**
- 💰 **Economic Development: How We Prosper**
- 🏠 **Public Safety: What Provides Us Comfort**
- 📊 **Planning: How We Grow**
- 🎨 **Community Culture: What Makes Us Interesting**
- 🏞️ **Parks and Open Space: How We Play**
- 🚗 **Transportation: How We Move**
- ♻️ **Sustainability: What Makes Us Viable**
- 🏢 **Community Facilities: What Makes Us Function**

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**Communications And Engagement: How We Connect**

**WHY THIS MATTERS FOR SARTELL: CREATES COMMUNITY**

The City understands that to move forward in implementing this plan and others, to support what's working and improve what's not, and a clear mandate for the community are crucial. The following goals are ways that the City can make its communications and engagement strategy even more comprehensive and inclusive so that all voices are brought into the conversation.

Goal 1: Create opportunities for everyone to participate  
 Goal 2: Encourage youth involvement  
 Goal 3: Develop, promote and protect the Sartell brand  
 Goal 4: Develop or collaborate efforts in creating a community online calendar/information




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**Communications And Engagement: How We Connect**

**GOAL 1: CREATE OPPORTUNITIES FOR EVERYONE TO PARTICIPATE**  
 1.1 Prepare a Comprehensive Communications Plan That Includes All City Departments  
 1.2 Communicate With the Homeowner's Associations  
 1.3 Consider Creating a Citizens College

**GOAL 2: ENCOURAGE YOUTH INVOLVEMENT**  
 2.1 Provide Youth Volunteer Programs  
 2.2 Organize A Youth Council/Youth Advisory Board  
 2.3 Create a Formal Internship Program

**GOAL 3: PROMOTE THE SARTELL BRAND**  
 3.1 Market Quality Of Life and Amenities  
 3.2 Publicize Through Media  
 3.3 Create Distinctive Sartell Products  
 3.4 Enhance and Market the Use of Community Bulletin Boards  
 3.5 Design and Install Wayfinding Signage Throughout Sartell

**GOAL 4: DEVELOP OR COLLABORATE EFFORTS IN CREATING A COMMUNITY ONLINE CALENDAR**  
 4.1 Enhance the "Welcome to Sartell" Package to New Residents  
 4.2 Include More Information About City Council Activities in Communications  
 4.3 Market Existing Community Programs That Are Under the Radar

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**Economic Development: How We Prosper**

**WHY THIS MATTERS FOR SARTELL: BE VIBRANT**

Groups discussed the need for attracting diverse and high quality commercial development, supporting and strengthening local businesses and most importantly, recruiting job creating businesses that generate revenue for the City and ensure the future of the City. What can Sartell do to remain vibrant and sustainable? The following economic development goals respond to that question and provide important guidance for ensuring Sartell remains ahead of the pack.

Goal 1: Focus on quality of life as an economic development strategy  
 Goal 2: Compete for the future  
 Goal 3: Become a jobs center  
 Goal 4: Recruit and develop a diverse/balanced commercial base  
 Goal 5: Attract and retain workers  
 Goal 6: Help businesses thrive




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 **Economic Development: How We Prosper**

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**GOAL 1: FOCUS ON QUALITY OF LIFE AS THE CORE ECONOMIC DEVELOPMENT STRATEGY**  
 1.1 Favor Budget Items Dedicated To Maintaining Quality Of Life.  
 1.2 Develop Quality-Of-Life Benchmarks.  
 1.3 Invest and Participate in the Development of a Town Square

**GOAL 2: COMPETE FOR THE FUTURE**  
 2.1 Continue Working with Greater St. Cloud Development Corporation for Recruitment  
 2.2 Create Business Incentives  
 2.3 Ensure Sartell Has an Educated, Skilled Workforce  
 2.4 Attract Additional Higher Learning Institution Satellite Campuses  
 2.5 Attract/Develop Green Energy Manufacturers

**GOAL 3: CONTINUE TO PARTNER WITH REGIONAL EFFORTS TO BECOME A JOBS CENTER**  
 3.1 Attract Larger Businesses  
 3.2 Cultivate a Broad Range of Small Businesses  
 3.3 Attract New Technology Businesses

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 **Economic Development: How We Prosper**

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**GOAL 4: RECRUIT AND DEVELOP A DIVERSE, HIGH-QUALITY COMMERCIAL BASE**  
 4.1 Continue To Recruit Medical, Service Providers and Retail  
 4.2 Encourage More Independently Owned Businesses  
 4.3 Promote Shop Local Campaign  
 4.4 Consider Expansion Opportunities for the Farmer's Market  
 4.5 Balance Land Resources and Future Growth Demands

**GOAL 5: ATTRACT AND RETAIN KNOWLEDGE WORKERS**  
 5.1 Develop "Hang Outs" That Appeal To Knowledge Workers  
 5.2 Orient Marketing and Brand Development of Sartell toward Knowledge Workers  
 5.3 Develop Live / Work Spaces for Designers and Other Small Creative Businesses

**GOAL 6: HELP BUSINESSES THRIVE**  
 6.1 Provide Entrepreneurial Training and Small Business Incubation  
 6.2 Provide Permitting and Technical Assistance  
 6.3 Encourage Companies to Hold Events at Local Restaurants  
 6.4 Promote Sartellchamber.org as the Center for Small Business  
 6.5 Retain Sartell's base of existing business

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 **Public Safety: What Provides Us Comfort**

**WHY THIS MATTERS FOR SARTELL: BE SAFE**

Sartell has a reputation as being one of the safest, if not the safest, community in central Minnesota. Overall, the Sartell Police Department and the Sartell Fire Department receives high marks from residents and businesses for being responsive, and the citizens appreciated the high visibility approach the City has taken. The following goals will attempt to continue the stellar public safety service which contributes to a high quality of life.

Goal 1: Partner with the community  
 Goal 2: Educate and engage the community  
 Goal 3: Embrace new technologies  
 Goal 4: Use targeted police and fire visibility efforts  
 Goal 5: Support transportation and utility improvements

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 **Planning: How We Grow**

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**GOAL 1: CREATE AND TRANSFORM SARTELL GATEWAYS**  
 1.1 Use Temporary Landscaping Where Possible  
 1.2 Pursue Upscale, Unique Retail  
 1.3 Develop Visually Striking Buildings  
 1.4 Beautify The Bridge Of Hope And Sartell Bridge, Utility Stations  
 1.5 Redevelopment And Infill Efforts  
 1.6 Encourage art and Wayfinding Within Neighborhoods

**GOAL 2: INVEST IN A TOWN SQUARE**  
 2.1 Energize the Town square Area through The Arts And Adaptive Reuse  
 2.2 Market The Future Town Square  
 2.3 Fill The Missing Links  
 2.4 Mixed Uses And Design Guidelines  
 2.5 Create strong and active public/private partnerships

**GOAL 3: BALANCE GROWTH AND ORDERLY DEVELOPMENT**  
 3.1 For Stalled Subdivisions  
 3.2 Explore Annexation Possibilities  
 3.3 Support Orderly Growth  
 3.4 Plan For Orderly And Efficient Commercial And Industrial Development

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 **Planning: How We Grow**

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**GOAL 4: ENSURE LIFETIME HOUSING**  
 4.1 Promote Development Of Housing For Seniors  
 4.2 Encourage Design That Makes Homes Accessible To People With Varying Physical Abilities.  
 4.3 Separation Of Residential Uses  
 4.4 Location Of Residential Uses  
 4.5 Create and Preserve High-Quality Residential Developments  
 4.6 Maintain Workforce/Affordable Housing  
 4.7 Maintain a Balance of Housing Types

**GOAL 5: ENSURE ADEQUATE BUSINESS OPTIONS**  
 5.1 New Commercial Development  
 5.2 Existing Commercial Development

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 **Planning: How We Grow**

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**GOAL 6: ASSESS THE ADEQUACY OF OUR COMMUNITY FACILITIES**  
 6.1 Network Infrastructure  
 6.2 Hubs Of Activity  
 6.3 Cohesive Branding Of Public Facilities

**GOAL 7: DEVELOP COMMUNITY FRIENDLY PROPERTIES.**  
 7.1 Compatibility  
 7.2 Mill Site and Former Paper Mill Properties Redevelopment

**GOAL 8: DEVELOP THE CITY ACCORDING TO THE COMPREHENSIVE PLAN**  
 8.1 Inform  
 8.2 Amend Codes And Policies  
 8.3 Continue To Involve residents, property owners, business  
 8.4 Advisory Boards  
 8.5 Future Studies

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**Community Culture: What Makes Us Interesting**

**WHY THIS MATTERS FOR SARTELL: BE UNIQUE**

Sartell believes it can and is a model community. A key factor in taking Sartell to that next level, in achieving that kind of quality of life is a commitment to the arts and opportunities to create "community".

Goal 1: Create partnerships which offer a wide and diverse array of local events and creating family oriented opportunities

Goal 2: Make public art in the City a niche through way finding

Goal 3: Foster local arts programs and venues

Goal 4: Capitalize on the City's rich cultural assets

Goal 5: Become an active living community




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**Community Culture: What Makes Us Interesting**

**GOAL 1: OFFER A WIDE & DIVERSE ARRAY OF LOCAL EVENTS**

- 1.1 Organize a Broader Range of Cultural Events
- 1.2 Encourage & Support Multicultural Events
- 1.3 Allow Teen Events In Future Town Center Park

**GOAL 2: CAPITALIZE ON THE CITY'S RICH CULTURAL ASSETS**

- 2.1 Promote Local Performing Art Programs
- 2.2 Integrate Art into Local Festivals
- 2.3 Explore The Feasibility Of A Performing Arts Venue In The Sartell High School For Community Theater, Community Choir, etc.

**GOAL 3: MAKE PUBLIC ART THE CITY'S ARTS NICHE**

- 3.1 Create a Sculpture Tour Program and Poetry in the Sidewalk
- 3.2 Locate Public Art throughout the City
- 3.3 Support Private Art Installation Efforts
- 3.4 Develop and Implement A Public Art Master Plan
- 3.5 Identify and Fund an Iconic Public Art Piece
- 3.6 Create A Storefront Art Program
- 3.7 Walking Museums

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**Community Culture: What Makes Us Interesting**

**GOAL 4: FOSTER LOCAL ARTS PROGRAMS & VENUES**

- 4.1 Create Artist-in-Residency Program
- 4.2 Maintain Arts Curriculum in Schools
- 4.3 Identify, Recruit, Encourage And Engage The Capacity Of An Arts Organization.
- 4.4 Consider Providing Vacant Space To Artists For A Nominal Fee

**GOAL 5: Become an Active Living Community.**

- 5.1 Establish partnerships with CentraCare, Health Partners or other health care industry to provide, plan and promote active living environment.
- 5.2 Support active living principals that include:

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**2 Parks and Open Spaces: How We Play**

**WHY THIS MATTERS FOR SARTELL: BE FUN AND ACTIVE**

Not only do residents love Sartell's parks and trails, they also have lots of ideas on how and where to make them better. The City has been successful in developing extensive parks with different amenities, but the City's focus should also be to keep the parks in excellent condition, make connections between the park and the trail network (locally and regionally) and make park enhancements.



- Goal 1: Value passive and active recreation
- Goal 2: Prioritize existing parks
- Goal 3: Expand the park connections and trail network (locally and regionally)
- Goal 4: Add additional amenities to existing parks
- Goal 5: Recognize the Rivers and natural areas as assets to the community

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- Increased interest in trail-related activities (walking, biking, in-line skating) and demand for improved safety and security.
- Growing public interest in Environmental Stewardship and environmental sensitive lifestyles.
- More year-round facilities and a need for adequate fields for "non-traditional" sports such as lacrosse, rugby, kickball, etc.
- Increasing attention to healthy lifestyles.
- Greater demand for adult recreational activities, especially as the baby boom generation continues to age.
- The growth of youth athletic associations.

**Major Trends and Influencing Factors**

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**2 Parks and Open Spaces: How We Play**

**GOAL 1: VALUE PASSIVE RECREATION**  
 1.1 Target Funding For Passive Open Spaces  
 1.2 Encourage Residents To Explore Passive Open Spaces With New Events

**GOAL 2: PRIORITIZE EXISTING PARKS**  
 2.1 Add Amenities And Enhancements To The Parks  
 2.2 Improve The Parks And Trails For Runners And Avid Walkers  
 2.4 Expand Community Gardening  
 2.5 Construction Of A Skate Park

**GOAL 3: ENSURE THE PARKS & TRAILS ARE SAFE**  
 3.1 Add Video Surveillance To Local Parks  
 3.2 Improve The Maintenance Of Parks And Trails  
 3.3 ADA Standards

**GOAL 4: EXPAND THE PARK CONNECTIONS & TRAIL NETWORK**  
 4.1 Plan For New Trails  
 4.2 Organize Walking Groups  
 4.3 Develop And Redevelop Parks That Focus On Accessibility, Flexibility And Naturalization Where Appropriate.  
 4.4 Develop Relationships and Partners to Deliver Recreational and Passive Activities

**GOAL 5: RECOGNIZE THE MISSISSIPPI, WATAB, SAUK AND OTHER RIVERS AND NATURAL AREAS AS A MAJOR RECREATIONAL, ECONOMIC AND OPEN SPACE ASSET TO THE COMMUNITY.**  
 5.1 Maintain Existing Public Accesses  
 5.2 Work To Connect rivers to neighborhoods, parks and community facilities.  
 5.3 Work With The MnDNR and Other Agencies in creating and/or enhancing portages within all the navigable rivers.

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 **Transportation: How We Move**

**WHY THIS MATTERS FOR SARTELL: BE CONNECTED**

One of the most commented issues for the city - transportation, traffic and roadways. The City's efforts are primarily focused on making and connecting destinations (jobs, services, schools) throughout the community. Exploring alternatives to the classic auto, while promoting active lifestyles drives the desire and need for increased sidewalks, trails and safe pedestrian crossings.

Goal 1: Improve traffic management and safety  
 Goal 2: Make connections  
 Goal 3: Focus on different ways to get around and continue regional transportation planning  
 Goal 4: Design attractive roadways.




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- Growing congestion on regional routes such as Trunk Highway 10 and 15 causing diversion of traffic to county roads and local streets.
- Changing transportation needs due to an aging population.
- Lack of continuity/connectivity of north/south roadways and east/west within the City.
- Increasing need for mode choice opportunities (vehicles, bicycle/pedestrian, transit, etc.).
- Increasing competition for space among modes (vehicles and bicycle/pedestrian interests).
- Reduced regional funding due to budgetary constraints at the state level, directly affecting the corresponding City budgets to maintain and improve the transportation system.

**Major Trends and Influencing Factors**

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- Pinecone Road (7<sup>th</sup> Street North to 35<sup>th</sup> Street North). Proposed reconstruction to a rural standard, trail.
- 27<sup>th</sup> Street North. Proposed reconstruction to a rural standard. No trail.
- 4<sup>th</sup> /50<sup>th</sup> Avenue South. Proposed construction and reconstruction to an urban standard, trail, lighting.
- Scout Drive, Dehler Drive, 23<sup>rd</sup> Street South. Proposed construction to an urban standard, trail, and lighting.
- 15<sup>th</sup> Street North (Pinecone Road to Townline Road). Proposed construction, trail, lighting to an urban standard.
- 19<sup>th</sup> Avenue South (County Road 133 to County Road 4). Proposed reconstruction to an urban standard, trail, and lighting.
- Evergreen Drive/LeSauk Drive Extension to the roundabout at Heritage Drive and County Road 1.
- Signal at County Road 133 and County Road 78.

**Sartell Roadway Improvements**

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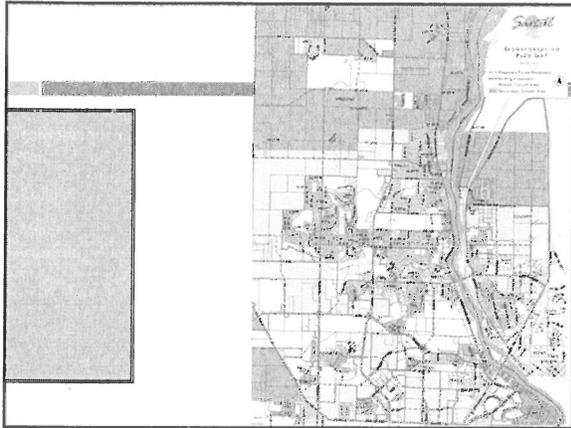
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 **Transportation: How We Move**

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**GOAL 1: IMPROVE TRAFFIC MANAGEMENT**

- 1.1 Improve Traffic Safety Around Schools
- 1.2 Collaborate With the APO for Other Regionally Significant Roadway and Trail Connections
- 1.3 Financially and Otherwise (through platting) Plan for the Following Recommended Future Roadway Projects:
- 1.4 Identify and Review Potential Transportation Safety Deficiencies
- 1.5 Public Transportation Accessibility

**GOAL 2: MAKE LOCAL CONNECTIONS**

- 2.1 Transform Gateway Roadways
- 2.2 Build More Sidewalks
- 2.3 Create Better Neighborhood Connections
- 2.4 Create Pedestrian Connections to the Parks and Other Public Spaces
- 2.5 Where Possible, Create Complete, And Context Sensitive Streets

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 **Transportation: How We Move**

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**GOAL 3: FOCUS ON DIFFERENT WAYS TO GET AROUND AND CONTINUE REGIONAL TRANSPORTATION PLANNING EFFORTS**

- 3.1 Explore Ideas for Improved Bus Service
- 3.2 Encourage Carpooling
- 3.3 Create an Integrated Network of Local Bike Lanes and Bike Racks in Key Locations
- 3.4 Develop Public Education Materials for Drivers and Bikers on Road Safety
- 3.5 Plan for Electric Car Charging Stations
- 3.6 Plan for a Commuter Rail Line and Station
- 3.7 Identify and Financially Plan for the Following Recommended Future Trail Projects
- 3.8 Plan and Implement Safe and Convenient Facilities for Bicyclists and Pedestrians to Serve As Daily Transportation, As Well As, For Recreation.

**GOAL 4: DESIGN ATTRACTIVE ROADWAYS**

- 4.1 Grow the Adopt A Road Program
- 4.2 Provide Landscaping and Cleaning
- 4.3 Work With Local Businesses To Secure Sponsorship And Undertake A Landscaping Program Dedicated To These Corridors.
- 4.4 Paint Utility Poles and Hydrants
- 4.5 Implement Roadway AND Trail Maintenance And Pavement Management Strategies.

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**Sustainability: What Makes Us Viable**

**WHY IS THIS IMPORTANT FOR SARTELL: MEETING NEEDS INTO THE FUTURE**

We live in a time in which increased population growth, high levels of consumption and the desire to feed growing economies have created escalating demands on our resources-natural, human and social. In the face of these challenges, people have begun to develop a growing desire to live sustainably. It is important to be cognizant of the decisions and developments that meet the needs of the present, need to not also compromise the ability of future generations to meet their own needs.

Goal 1: Promote a wise use of energy and natural Resources

Goal 2: Reevaluate orderly annexation agreements, if necessary, to ensure sustainable development practices and resource allocations

Goal 3: Protect and improve surface and groundwater

Goal 4: Encourage healthy citizens and businesses through partnerships and collaborations




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**Sustainability: What Makes Us Viable**

**GOAL 1: PROMOTE A WISE USE OF ENERGY AND NATURAL RESOURCE**

- 1.1 Promote Citywide Recycling
- 1.2 Use Recycled Materials For Trail Improvements And Other Public Improvements
- 1.3 Investigate Alternative Energy Production Methods
- 1.4 Promote A Healthy Urban Forest And Healthy Air

**GOAL 2: REEVALUATE ORDERLY ANNEXATION AGREEMENTS TO ENSURE SUSTAINABLE DEVELOPMENT PRACTICES AND RESOURCE ALLOCATIONS**

- 2.1 Create Development Patterns That Support Walking And Biking And Enhance Community Health
- 2.2 Expand And Enhance Green Corridors As New Development And Redevelopment Occurs
- 2.3 Create Low-Impact Development Guidelines
- 2.4 Encourage Infill Development And Redevelopment within the Primary Growth Area

**GOAL 3: PROTECT AND IMPROVE SURFACE AND GROUNDWATER RESOURCES**

- 3.1 Update And Revise Storm, Water And Sewer Plans
- 3.2 Encourage Water Conservation
- 3.3 Seek Ways To Modify Street Improvement Projects
- 3.4 Require Natural Buffers Along Water Resources
- 3.5 Encourage Green Roofs

**GOAL 4: ENCOURAGE HEALTHY CITIZENS AND BUSINESSES THROUGH PARTNERSHIPS/ACTIVITIES**

- 4.1 Participate In Regional Communication And Collaboration
- 4.2 Promote Healthy Community Programs such as the 4.3 Promote Sustainable Food Systems
- 4.4 Encourage Composting
- 4.5 Encourage Green Construction
- 4.6 Promote Community Gardens
- 4.7 Hazardous Waste

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**COMMUNITY FACILITIES: HOW WE FUNCTION**

**WHY IS THIS IMPORTANT FOR SARTELL: BE COOPERATIVE**

The purpose of this section is to provide the goals and policies for community facilities within the City of Sartell and to identify future community facility needs to accommodate the demand for new services. Community facilities include the structures, facilities, and services administered by public and semi-public organizations that provide for the day-to-day functions of the City of Sartell. Community facilities have an impact and influence on the quality of life in Sartell and includes local government, fire, police, education, and utilities.

GOAL 1: Promote the usage, creation, and uniqueness of community facilities, while also soliciting creative funding sources.

GOAL 2: Ensure high quality and effective public safety, education and civic services.

GOAL 3: Plan and provide public facilities and services in a coordinated and economical manner on a basis that is consistent with the nature of existing and proposed development within the community




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 **COMMUNITY FACILITIES: HOW WE FUNCTION**

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**GOAL 1: Promote The Usage, Creation, And Uniqueness Of Community Facilities, While Also Soliciting Creative Funding Sources.**

- 1.1 Facility Adaptability
- 1.2 Intergenerational Use
- 1.3 Facility Locations
- 1.4 Regular Maintenance
- 1.5 Lead by Example
- 1.7 Promote the Usage of Facilities
- 1.8 Collaborative Funding

**GOAL 2: Ensure High Quality And Effective Public Safety, Education And Civic Services.**

- 2.1 Community Identity
- 2.2 Public Safety Facility
- 2.3 Library Services
- 2.4 School Collaboration.

**GOAL 3: Plan And Provide Public Facilities And Services In A Coordinated And Economical Manner On A Basis That Is Consistent With The Nature Of Existing And Proposed Development Within The Community.**

- 3.1 Limit the Extension of Services
- 3.2 Monitor and maintain all utility systems to ensure a safe and high quality standard of service on an ongoing basis.

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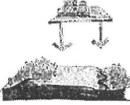
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## Implementation Actions

<u>Official Controls</u>	<u>Other Tools</u>
Zoning Maps	Fiscal Impact tools
Transportation Maps	Develop or refine plans
Zoning ordinance	Orderly annexation agreements
Subdivision ordinance	Development Agreements
Financial management Plan	Enforcement Procedures
	Educational Fliers

Comprehensive Plans are not permanent documents.....




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## Input on the Draft Plan...so far

- Virtual Open House**
- Feb 9<sup>th</sup>-19<sup>th</sup>
- 116 Participants
- Emails/Letters/Calls**
- March - Planning Commission Public Hearing**
- Township Meetings**
- Interest Group Presentations**
- May - City Council Public Hearing**

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### Changes based on Input?

#### COMMUNICATIONS & ENGAGEMENT

Strong support for general goals  
Concise updates on council decisions  
Newsletter (electronic)

#### ECONOMIC DEVELOPMENT

Strong support for general goals.

#### PUBLIC SAFETY

Strong support for general goals.  
Support for more lighting in parking lots and streets.

#### PLANNING

Strong support for most goals  
Moderate support for town square.  
Concern over mf residential  
Adding things to the "center" of town  
Moderate support for growth boundaries (25% skipped this questions).  
Moderate support for land use (30% Skipped this question).  
Change land uses along pinecone road to new school?  
Adjust ldr/mdr near Roberts road (going west)?  
**Create more separation between densities.**

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### Changes based on input?

#### COMMUNITY CULTURE

General support for most goals.  
Moderate support for art.  
Support community events equally.  
Need to attract young/business professionals.  
More music/art in the parks.  
Partner with the Health Community and local organizations.

#### SUSTAINABILITY

General support for goals  
More options for composting  
Treat ponds like nature habitats.

#### TRANSPORTATION

Moderate support for most goals (40% skipped this question).  
Most thought the plan looked great.  
Love roundabouts/hate roundabouts.  
Don't build substandard roads (pinecone central blvd)  
Another river crossing.  
Unique sidewalks/crossings.

#### COMMUNITY FACILITIES

General support for goals.  
Do not duplicate private spaces

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### Changes based on input?

#### PARKS AND OPEN SPACES

General support on goals.  
River access  
Support activities (youth)  
Connect trails to lake wobegon trail.  
More parks in south Sartell.  
More connections in east Sartell.

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# SARTELL

## PLANNING COMMISSION

# AGENDA COVER SHEET

Originating Department <b>Planning Department</b>	Meeting Date: <b>March 7, 2016</b>	Agenda Item No. <b>4A</b>
Agenda Section: <b>New Business</b>	Item: <b>Final Plat – Community Center</b>	

**RECOMMENDATION:** Staff recommends approving the plat of Community Center with the following conditions:

1. Reference the easement document number (trail and recreation easement) on the final plat.
2. Lot specific grading and utility plans will not be required for final plat approval but will be reviewed as part of the administrative site planning process.

**BOARD/COMMISSION/COMMITTEE RECOMMENDATION:**

NA

**PREVIOUS COUNCIL ACTION:**

Council approved the Ferche 600 preliminary plat in 2002.

**BACKGROUND:**

Ferche Development LLC is requesting the approval of a final plat which will facilitate the development of the Sartell Community Center, parking lot, and possible future improvements (outdoor pool) within Lot 1, Block 1 (18.76 acres which includes a portion of the pond). The facility would be subject to site plan approval to ensure that all standards (setbacks, greenspace, etc.) are met. The final plat also contains a 1.7 acre outlot which would need to be replatted prior to any development.

Access to the community center facility will be from the newly constructed addition of 19<sup>th</sup> Street South and the future extension of Scout Drive. Future access to the outlot will also be from 19<sup>th</sup> Street South.

**BUDGET/FISCAL IMPACT:**

Costs to construct 19<sup>th</sup> Street South and expand utility services will be the responsibility of Ferche Development.

**ATTACHMENTS:**

1. Resolution Approving the Final Plat for Community Center
2. Final Plat for Community Center
3. Site Area Map

**ACTION REQUESTED:**

Make a recommendation regarding the final plat for Community Center.

Council member  
for its adoption:

introduced the following resolution and moved

RESOLUTION NO.

**RESOLUTION APPROVING FINAL PLAT  
COMMUNITY CENTER**

**WHEREAS**, a public hearing was previously held on the preliminary plat of Ferche 600 on March 11, 2002, at which time all persons wishing to be heard regarding the matter were given the opportunity to be heard; and

**WHEREAS**, a final plat for Community Center has been submitted which indicates that no significant changes within that portion of the preliminary plat, is included in the final plat.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SARTELL, MINNESOTA:** That the final plat for Community Center be approved with the following conditions:

1. Reference the easement document number (trail and recreation easement) on the final plat.
2. Lot specific grading and utility plans will not be required for final plat approval but will be reviewed as part of the administrative site planning process.

**ADOPTED BY THE SARTELL CITY COUNCIL THIS 14th DAY OF MARCH, 2016**

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Administrator

SEAL

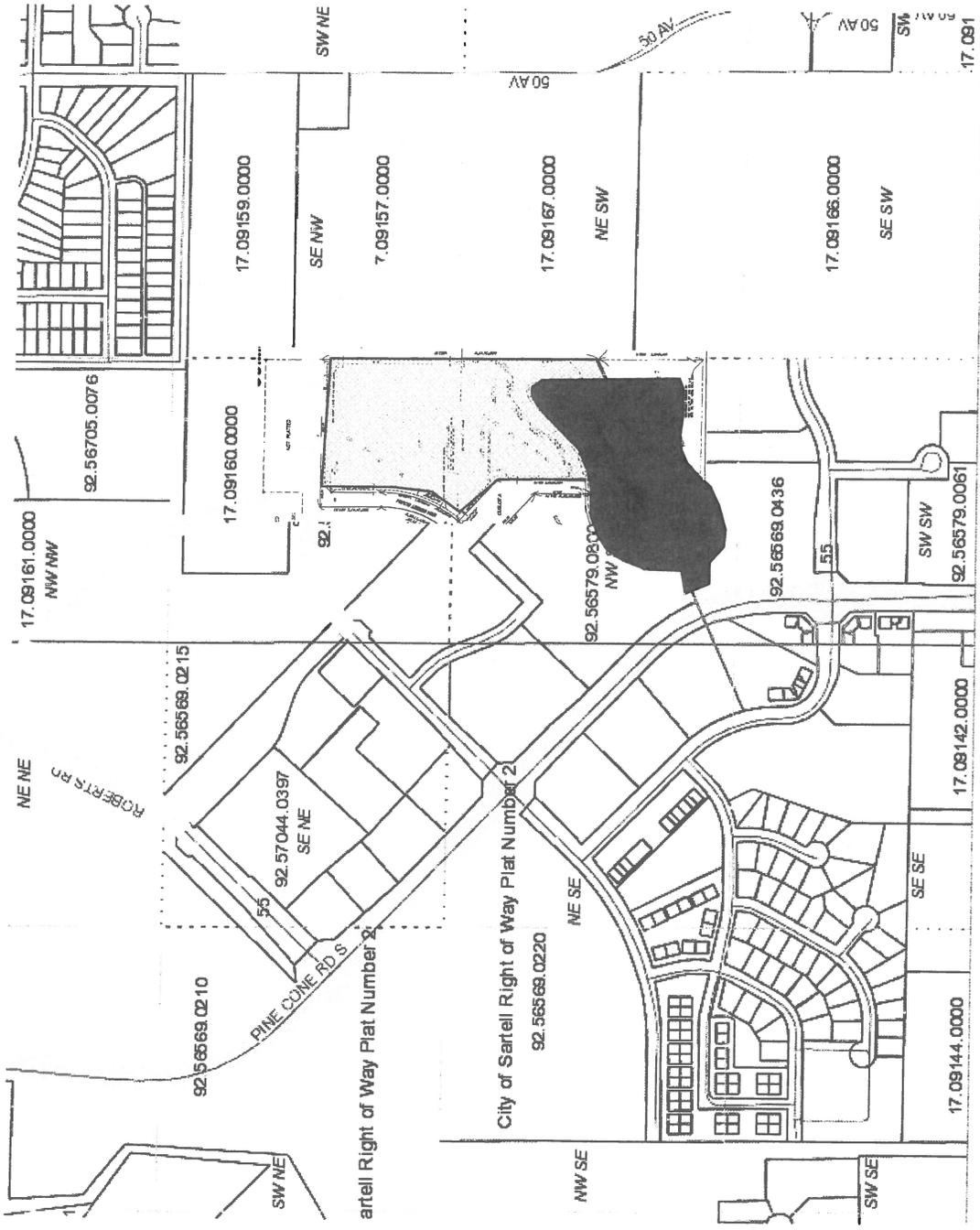
**CERTIFICATION**

I, Mary Degiovanni, Administrator of the City of Sartell, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Council of the City of Sartell at a regular meeting held on the 14TH day of March, 2016.

\_\_\_\_\_  
Mary Degiovanni, Administrator  
City of Sartell, Minnesota



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**SARTELL  
PLANNING COMMISSION**

**AGENDA  
COVER SHEET**

Originating Department <b>Planning Department</b>	Meeting Date: <b>March 7, 2016</b>	Agenda Item No. <b>4B</b>
Agenda Section: <b>New Business</b>	Item: <b>Conformance with Comprehensive Plan – Acquisition and Disposal of Property</b>	

**RECOMMENDATION:**

Approve the resolutions stating the disposal and acquisition of property for purposes of public use and residential development are consistent with the goals and priorities of the 2003 Comprehensive Plan and the draft 2016 Comprehensive Plan

**BACKGROUND:**

State Statute requires that the Planning Commission review all land transactions in relationship to their conformity with the Comprehensive Plan (future land use, goals and strategies).

The Community Center property is approximately 18 acres, and the site chosen by the Council to place the Community Center which is anticipated to start construction this summer. The property is located south of Scout Drive (future) and 19<sup>th</sup> Street South. Like in most areas, public buildings such as the Community Center or schools are permitted uses within nearly all land uses and zoning districts.

The Heritage Property is approximately 75 acres and is adjacent to Heritage Drive and the future extension of 4<sup>th</sup> Avenue South. After retaining the needed right of way and easements through the property, the remainder is poised to be developed according to the comprehensive plan (2003/1016) by a developer.

**BUDGET/FISCAL IMPACT:**

Not applicable for purposes of this requested action.

Terms of the acquisition and disposal of these properties have not been finalized.

**ATTACHMENTS:**

1. Resolution 01-16
2. Resolution 02-16

**ACTION REQUESTED:**

Adopt resolution(s) expressing the properties conformance with the Comprehensive Plan.

PLANNING COMMISSION RESOLUTION #02-2016 \_\_\_\_

RESOLUTION FINDING THE ACQUISITION OF REAL PROPERTY IN COMPLIANCE  
WITH COMPREHENSIVE PLAN

COMMUNITY CENTER (LOT 1, BLOCK 1 COMMUNITY CENTER)

**WHEREAS**, the City has an interest in the acquisition of property "Community Center" for the construction of a public facility and related uses; and

**WHEREAS**, under Minnesota Statutes 462.356, the Planning Commission is to review the acquisition of the property and its proposed compliance with the Comprehensive Plan;

**WHEREAS**, That the 2003 Comprehensive Plan, draft 2016 Comprehensive Plan, and zoning map calls for or allows for a mix of uses, including public (park, amenities, equipment and/or facilities) on the property.

**NOW THEREFORE, BE IT RESOLVED BY THE PLANNING COMMISSION OF THE CITY OF SARTELL, STEARNS COUNTY, STATE OF MINNESOTA;**

1. Acquiring the community center property as identified on the attached Exhibit A is consistent and in conformance with the 2003 and draft 2016 Comprehensive Plan.

The motion for the adoption of the forgoing resolution was duly seconded by Commission Member and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly adopted by the Sartell Planning Commission on this the 7th day of March, 2016.

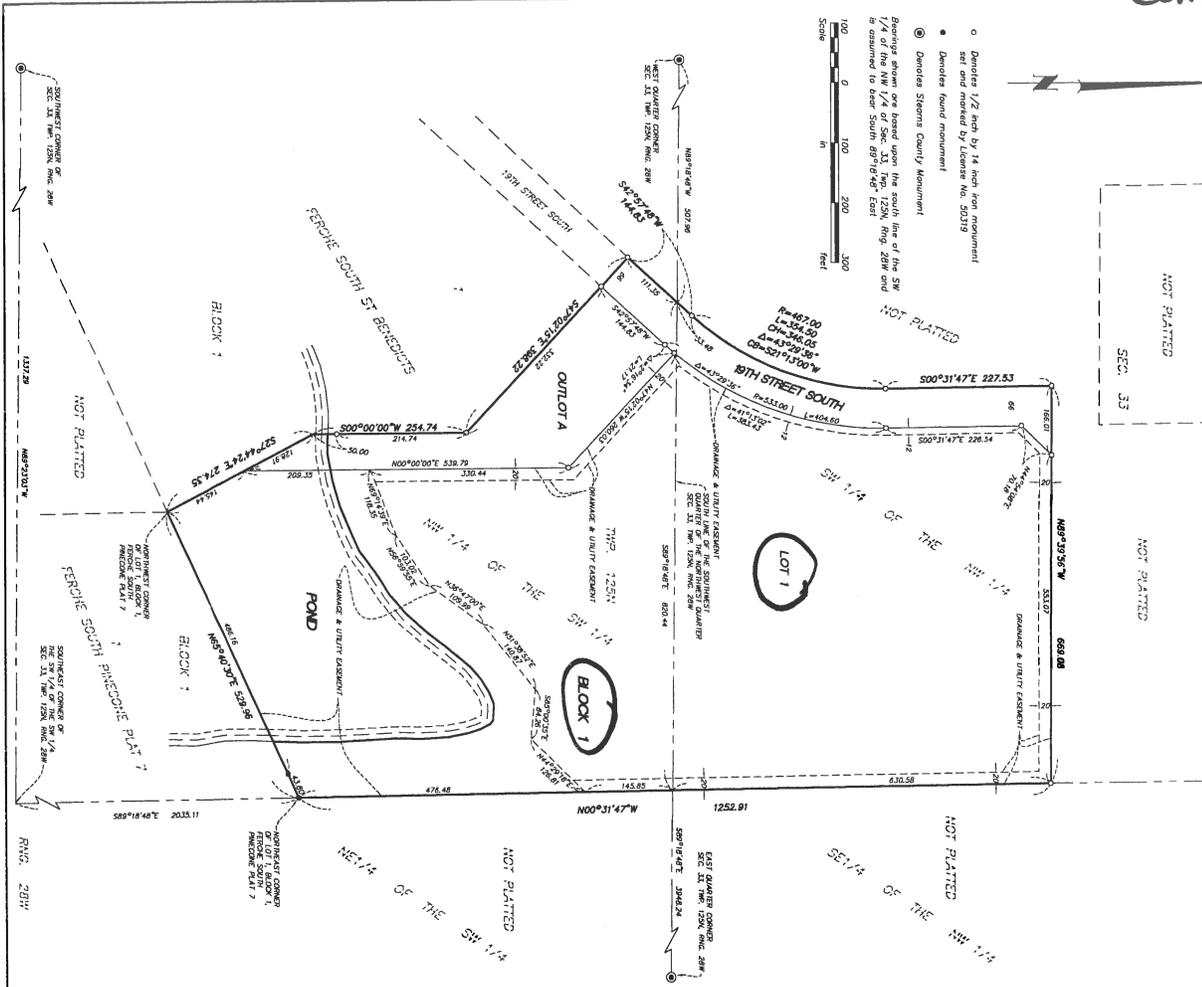
\_\_\_\_\_  
Planning Commission Chairperson

ATTEST:

\_\_\_\_\_  
Community Development Director/Assistant City Administrator

Exhibit A  
 Lot, Block 1  
 Community Center

COMMUNITY CENTER



Donor's 1/2 inch by 14 inch from monument set and marked by License No. 50319  
 Donor's found monument  
 Donor's Stevens County Monument  
 Bearings shown are based upon the south line of the SW 1/4 of the NW 1/4 of Sec. 33, Twp. 123N, Rng. 28W and is assumed to bear South 89°19'40\"/>

WESTWOOD PROFESSIONAL SERVICES, INC. is the platting engineer for this plat. The platting engineer certifies that the plat is a true and correct copy of the original plat as shown on file in the office of the platting engineer. The platting engineer also certifies that the plat is a true and correct copy of the original plat as shown on file in the office of the platting engineer.

WESTWOOD PROFESSIONAL SERVICES, INC.  
 1234 5th Street SW  
 Fargo, ND 58103  
 Phone: (701) 785-1234  
 Fax: (701) 785-5678  
 Email: info@westwoodpro.com

STATE OF NORTH DAKOTA  
 COUNTY OF STANBROOK  
 I, \_\_\_\_\_, County Clerk, do hereby certify that the above described premises are owned by \_\_\_\_\_ and \_\_\_\_\_ and that the same are subject to the mortgage described herein. I have verified that the taxes on the land described herein are paid for the year \_\_\_\_\_ and years prior to the year \_\_\_\_\_ and forward entered.

APPROVED BY THE CITY COUNCIL OF STANBROOK, ND \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

CITY CLERK \_\_\_\_\_

APPROVED BY THE BOARD OF SUPERVISORS OF STANBROOK COUNTY, ND \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

STANBROOK COUNTY SUPERVISOR \_\_\_\_\_

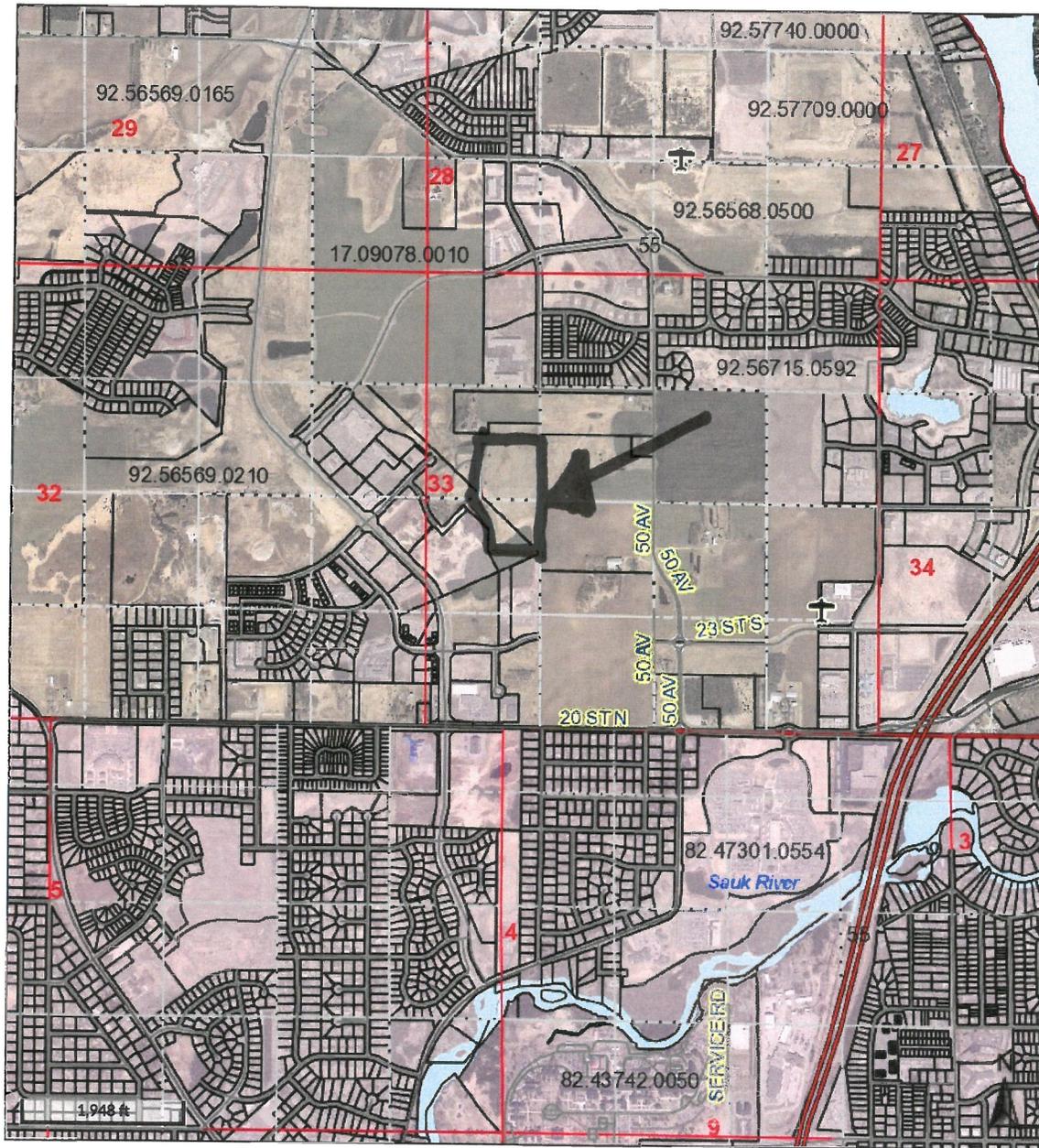
STANBROOK COUNTY AUDITOR/TREASURER \_\_\_\_\_

STANBROOK COUNTY REGISTER \_\_\_\_\_

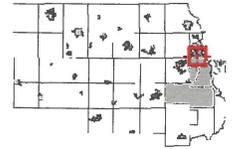
STANBROOK COUNTY REGISTER \_\_\_\_\_

Westwood  
 Professional Services, Inc.

# Exhibit A



## Overview



## Legend

-  Parcels
- Additions**
-  A
-  M
-  T
- Parcel ID Labels**
-  Sections
- Quarter-Quarter Sections**
-  Active Rail Line
-  Unincorporated Cities
-  Minor Civil Division - Township
- Minor Civil Divisions**
-  <all other values>
-  0
-  1
-  2
-  3
-  4
-  Water Access
-  Airport
-  Cemetery
-  Parks
-  Lakes
-  Streams and River
- Major Roads**
-  Interstate Hwy
-  US Hwy
-  State Hwy
-  County Hwy
-  Roads
- Municipalities**
-  3
-  4
- Highway Labels**

**PLANNING COMMISSION RESOLUTION #01-2016 \_\_\_\_**

**RESOLUTION FINDING THE DISPOSAL OF REAL PROPERTY IN COMPLIANCE WITH  
COMPREHENSIVE PLAN**

**HERITAGE PROPERTY**

**WHEREAS**, the City has an interest in the disposal of property which has been determined to be no longer needed once right of way/easements needs are met; and

**WHEREAS**, under Minnesota Statutes 462.356, the Planning Commission is to review the disposal of the property and its proposed compliance with the Comprehensive Plan;

**WHEREAS**, the City purchased the tax forfeited “Heritage” property for the purpose of retaining required right of way and easements for the construction of the extension of 4<sup>th</sup> Avenue South from 2<sup>nd</sup> Street to Heritage Drive.

**WHEREAS**, the City Has retained the appropriate right of way and easements needed within the Heritage Property, but a considerable amount of acreage remains for future development.

**WHEREAS**, the 2003 Comprehensive Plan and draft 2016 Comprehensive Plan calls for the Heritage Property to be developed as residential.

**WHEREAS**, the City does not develop property and seeks to dispose of the property so it can be developed as intended by private developers as a residential development.

**NOW THEREFORE, BE IT RESOLVED BY THE PLANNING COMMISSION OF THE CITY  
OF SARTELL, STEARNS COUNTY, STATE OF MINNESOTA;**

1. Disposing of the Heritage property as identified on the attached Exhibit A is consistent and in conformance with the 2003 and draft 2016 Comprehensive Plan.

The mention for the adoption of the forgoing resolution was duly seconded by Commission Member and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly adopted by the Sartell Planning Commission on this the 7th day of March, 2016.

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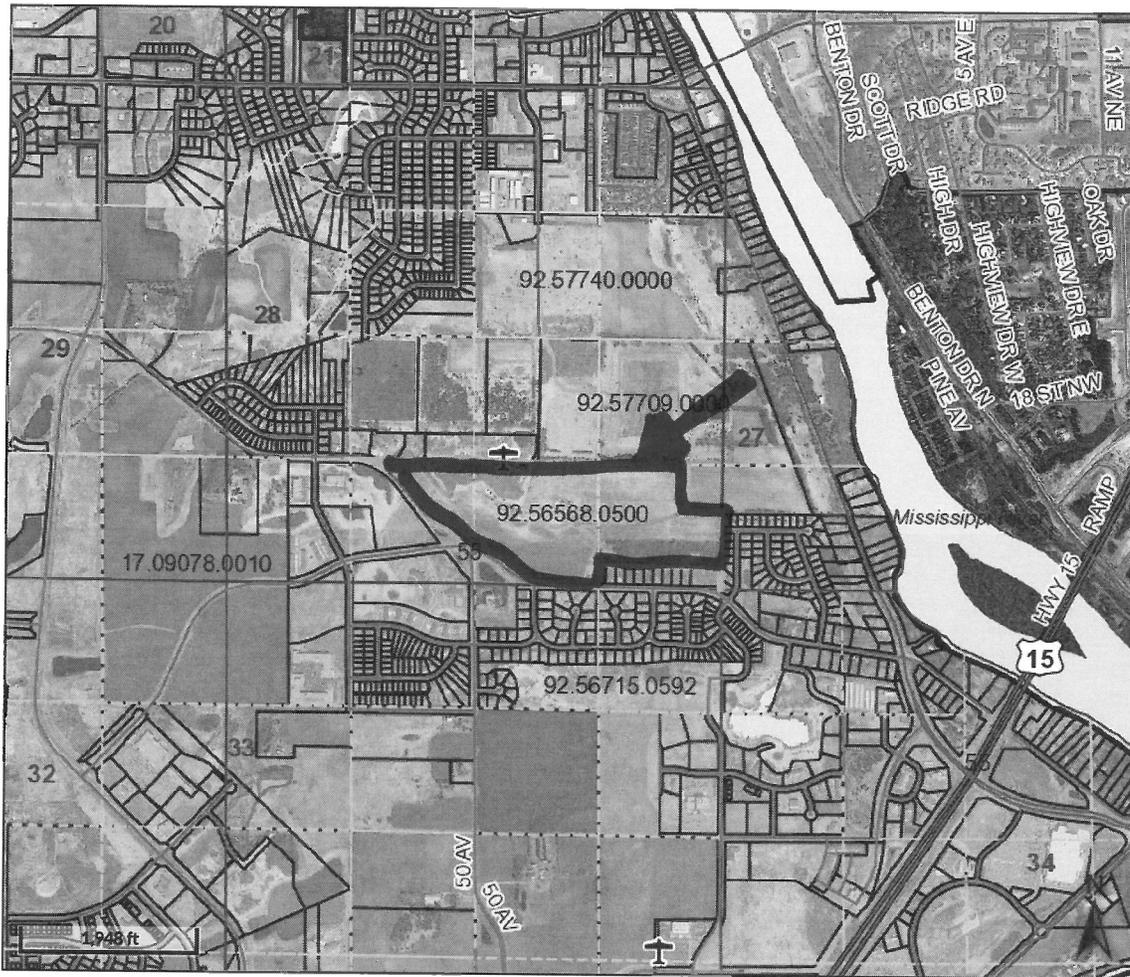
Planning Commission Chairperson

ATTEST:

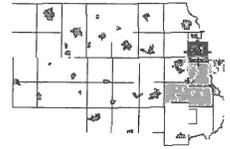
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Community Development Director/Assistant City Administrator

# Exhibit A



## Overview



## Legend

- Parcels
- Additions**
  - A
  - M
  - T
- Parcel ID Labels
- Sections
- Quarter-Quarter Sections
- + Active Rail Line
- Unincorporated Cities
- Minor Civil Division - Township
- Minor Civil Divisions**
  - <all other values>
  - 0
  - 1
  - 2
  - 3
  - 4
- ▲ Water Access
- ✈ Airport
- ☠ Cemetery
- Parks
- Lakes
- Streams and River
- Major Roads**
  - Interstate Hwy
  - US Hwy
  - State Hwy
  - County Hwy
  - Roads
- Municipalities**
  - 3
  - 4
- Highway Labels

Parcel ID 92.56568.0500

Alternate ID n/a

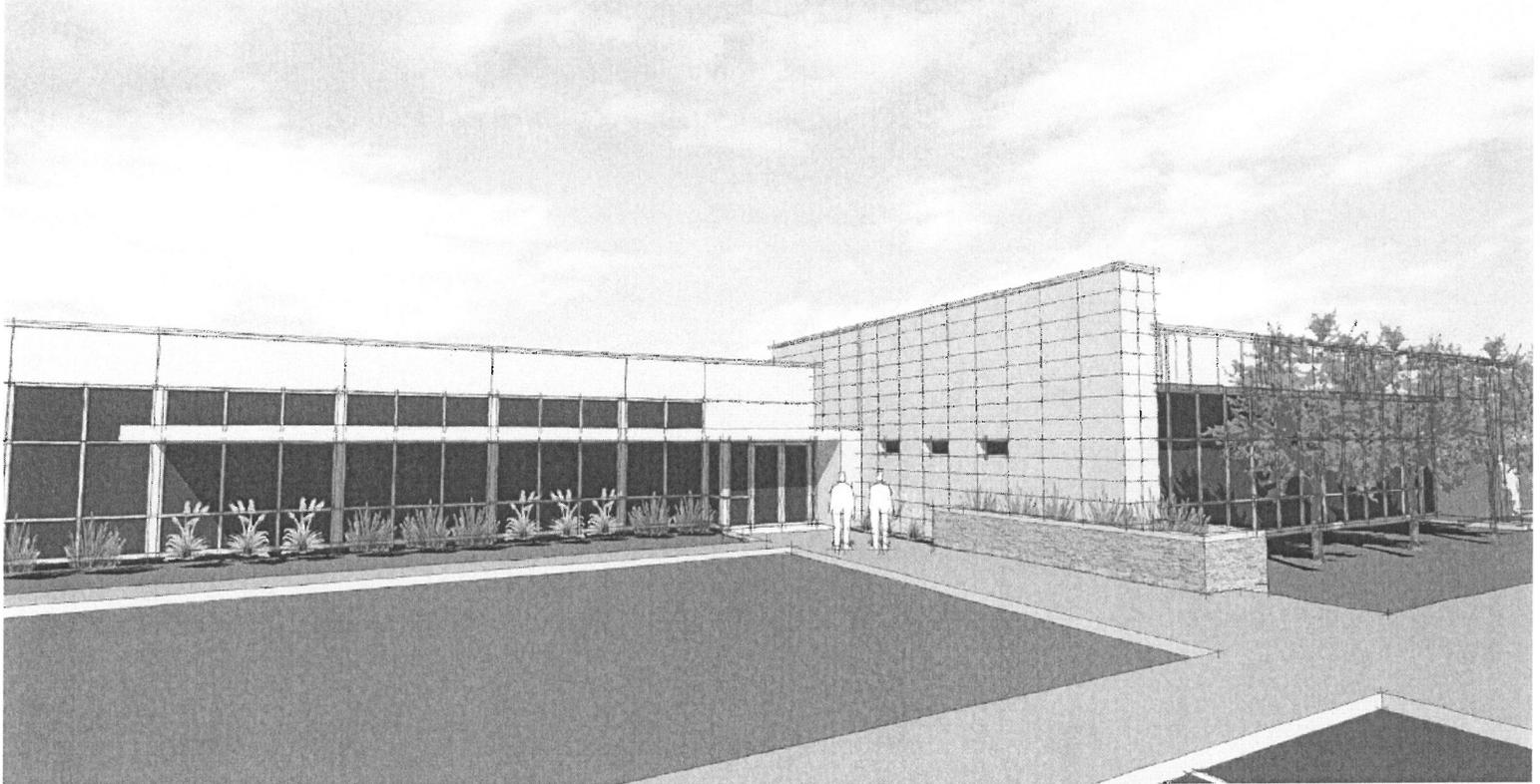
Owner Address CITY OF SARTELL



City of Sartell 2015 Annual Report

Draft

# 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 9 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 assistance of the State Fire Marshal's Office) along with fire fighting 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 2 special meeting.
- The City Council held a total of \_\_ public hearings for planning and zoning related actions.

### 2014:

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

### 2013:

- The Planning Commission held a total of 11 regular meetings and 4 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 for planning and zoning related actions.

### 2011:

- The Joint Planning Commission held a total of 11 regular meetings and 2 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 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 for 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 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 outdoor seasonal 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 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 processed 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 42 sign permit applications for 26 permanent signs, 12 temporary community event signs, 1 temporary new development sign, and 3 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 4<sup>th</sup> Avenue South – B-2 to R-3 – Approved
3. Arbor Trails – R-3 to R-1 – Approved
4. Yarmori/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 2<sup>nd</sup> Street South and west of 4<sup>th</sup> 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 did not 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 medical professional 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 2 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 3 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

<b>TOTAL</b>	<b>Final Plat</b>
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 5 requests for Final Plat Approval.

Multifamily - 2 lot  
 Commercial  
 Single Family -

### 2013 Final Plats

The City of Sartell processed 1 request for Final Plat Approval.

Total Multifamily - 2 lot

### 2012 Final Plats

The City of Sartell processed 4 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 4 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 Totals	\$46,378,340

## 2014 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 -	12 Permits
Commercial Expansions/Alterations Value -	\$9,495,215.00

## 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 -	12 Permits
Commercial Expansions/Alterations Value -	\$9,495,215.00

## 2012 Building Permits

The City issued 57 building permits for **new** construction during 2012.

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

	2015	2014	2013	2012	2011
<b>Inspections</b>					
Building & Zoning	2124	2180	2277	3146	2550
<b>Fire Inspections</b>					
Existing Building Safety Inspections	147	145	133	193	119
<b>Rental Inspections</b>					
Number of units certified	2362	2354	2250	2149	2056
<b>TOTAL INSPECTIONS</b>	<b>4633</b>	<b>4679</b>	<b>4660</b>	<b>5488</b>	<b>4725</b>
<b>Active SFD Builders</b>					
Custom Dream Homes	13	DG Homes	1		
Polar Land Co	8	Berscheid Builders	1		
Werschay Homes	7	Home Owners	2		
Spoden Builders	6				
Progressive Builders	5				
Wollak Construction	5				
Bravo Homes	4				
Heritage Homes	4				
Woodland Homes	3				
Noble Custom Homes	2				
Infinity Homes	1				
Regency Builders	1				

## FINAL PLATTED VACANT RESIDENTIAL LOTS

By year end, there were an estimated 220 vacant platted single family detached residential lots compared to 362 in 2013 and 443 in 2012. Additionally, there are 73 vacant town home lots (Sandstone Village).

## ANNEXATIONS

2015 Annexations	Acres	Persons
	0	0

<b>2014 Annexations</b>	<b>Acres</b>	<b>Persons</b>
<b>2013 Annexations</b>	<b>Acres</b>	<b>Persons</b>
2	58.47	3
<b>2012 Annexations</b>	<b>Acres</b>	<b>Persons</b>
0	0	0
<b>2011 Annexations</b>	<b>Acres</b>	<b>Persons</b>
0	0	0
<b>2010 Annexations</b>	<b>Acres</b>	<b>Persons</b>
7	6.4	11

## 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 in 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 1<sup>st</sup> requesting funds to review routes associated with the future 15<sup>th</sup> 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 2<sup>nd</sup> 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 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 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 50<sup>th</sup> 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 14<sup>th</sup> which will provide an opportunity to ask specific city regulation questions, learn

effective property tips and the possibility of exploring the formation of a riverfront property association. Planning Staff continue 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 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

**Community Development Department Update**  
**February 2016**  
**Anita Rasmussen, AICP**

**Comprehensive Plan Update**

I am in the process of finalizing and testing the virtual informational open house, which will be released on Feb 9th.

**AIM Development**

No update.

**Sauk River Bridge Planning**

We received the final report on the costs and timeframe to build a bridge spanning the Sauk River. The total construction cost may exceed \$680,000 (estimated). As a result, staff will be exploring other ideas relative to the expansion of the park (including the acquisition of additional/neighborhood property) and adding amenities within the Park. As soon as staff is able to provide some additional information, discussion and prioritization of the projects by the Council will be necessary.

**Student Liaison**

We have received two applications from Sartell High School students interested in joining the Planning Commission as a student liaison. We will be meeting with them in the next few weeks to discuss the position (i.e. interview) and provide a recommendation to the Planning Commission and City Council. In order for the student to have voting rights, an ordinance amendment will be necessary which will also be brought before the Commission and Council to consider.

**Business Survey**

In the next few days, we will be sending out a business survey to illicit information on our existing companies. The information we are hoping to attain include the number of employees, issues and concerns. The information will also be used to determine and prioritize future retention visits by the Economic Development Commission.

**Buying a Home In Sartell Initiative**

We are in the process of adding additional information to the City's website, specifically as it relates to getting information on properties to future Sartell homeowners. We hope to assist realtors in providing information on basic issues or questions future homeowners should be asking before purchasing the home (are there wetlands on the property, zoning requirements, easements, etc) as well as where to find maps and plats of properties.

**Development**

It appears that the Arbor Trails and Avalon 9 developments will be proceeding in 2016. Both are anticipated to start this spring.

**Community Development Department Update**  
**January 2016**  
**Anita Rasmussen, AICP**

**Comprehensive Plan Update**

The Planning Commission reviewed the latest draft of the comprehensive plan during their January meeting. Copies of the draft are now available on the City's website under the Community Development Department's page. I am in the process of creating a virtual informational open house, which will be released in the next few weeks. We have also started to set up meetings with various groups to discuss the contents of the plan (LeSauk Town Board, CMBA etc) and to seek input. I anticipate a joint meeting with the Planning Commission (and Economic Development Commission) to review input gathered in March or early April. Public hearings and approval are expected in April/early May.

**Planning Commission Update**

**Stockpile/Property Maintenance**

The Economic Development Commission had requested their ability to be part of this conversation and joint meet with the Planning Commission and the CMBA on issue. I have been working with the CMBA in scheduling this meeting in February or early March. Again, this discussion centers on commercial property maintenance, in particular, those with large stockpiles and unmanaged vegetation.

Gary Orman was elected Chair of the Planning Commission for 2016.

**Economic Development Commission Update**

The EDC has been working diligently with staff to create marketing materials and excitement relative to the community center plans. We are waiting for plans to be closer to completion, which then can be inserted into marketing materials. They also reviewed and finalized a business survey, which will be sent out to all of our employers in February, which we hope to use to measure employment and determine any issues (which then may warrant a visit).

**AIM Development**

No update.

**Sauk River Bridge Planning**

No update