1. Agenda Packet

Documents: MARCH 24, 2015 PLANNING COMMISSION AGENDA PACKET.PDF

City of Waite Park

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PLANNING COMMISSION MEETING
WAITE PARK CITY HALL
TUESDAY, MARCH 24, 2015
6:30 P.M.

1. Pledge of Allegiance
2. Roll Call
3. Approve Agenda for Tuesday, March 24, 2015
4. Appoint Officers for 2015
5. Approve Minutes of October 14, 2014
6. Public Hearing—Silver Leaf Group LLC
   A. Plat property located at 6th Avenue South and Division Street
   B. Planned Unit Development
7. Building Official Report
8. Other

ADJOURN

PLANNING COMMISSION MEETING FOR THE CITY OF WAITE PARK

The Waite Park Planning Commission met on Tuesday, October 14, 2014 at 6:30 pm.

The meeting was called to order by Acting Chair Jansky in the absence of Chair Schulz beginning with the Pledge of Allegiance.

Members Present: Tim Jansky, Bonnie Hermanutz, Bob Zabinski and Jeff Blair.

Others Present: Shaunna Johnson, Administrator, Sheila Mockros, Secretary, Brian Alsaker, Bob and Helen Trisko, Tom Lies and Chris Sis

Commissioner Hermanutz made a motion which was seconded by Commissioner Zabinski to accept the agenda as presented. Motion carried.

Commissioner Zabinski made a motion to approve the minutes of July 8, 2014, with a correction, which was seconded by Commissioner Blair. Motion carried.

Commissioner Blair made a motion to approve the minutes of August 19, 2014, as presented, which was seconded by Commissioner Hermanutz. Motion carried.

Public Hearing: Conditional Use Permit Request for Verizon Wireless to construct a monopole tower at 2150 County Road 137

The Public Hearing Notice was read and the hearing opened at 6:33 p m.

Administrator Johnson stated that we have received a request to construct a 129 foot monopole tower along with an equipment building, which will be at the base of the tower. City Ordinance 55 entitled Telecommunication Freestanding Tower Regulations requires that Commercial towers are permitted pursuant to a conditional use permit being granted.

The property being considered for erection of this tower is zoned as I-1, Light Industrial and the future land use map also shows this area as I-1 Light Industrial. The tower being proposed is 120 feet in height, not including the 9 foot lighting rod at the top. A tower of this height is required to make accommodations for at least one additional user.

With a tower of this height, the minimum setback from the property line is 20 feet. It must also be a minimum of 300 feet from any property zoned for residential use. At the base of the tower is an equipment structure which is approximately 12' x 30'. The tower meets the required setback from the property line of 20 feet and the equipment structure setback of a minimum of 10 from the side yard.

The ordinance requires that as a condition to approving a commercial tower, landscaping and screening to improve the aesthetic appearance of the tower's base and accessory building are required. As of this time, no details have been submitted as to how the required landscaping and screening is proposed to be handled. An 8 to 10 foot high aesthetically acceptable fence is also required around the building and the tower to prevent unauthorized entry. A fence is noted and shown on the plans but no detail as to type of fencing or height.

There are two new access/right-of-way easements noted on the plan. One is a 20 foot wide access from the street to the tower area and the other is a 16-foot wide utility easement along the westerly most portion of the lot. No documentation has been submitted showing that these easements have been

provided for or recorded. These easements should be recorded with the County so that should development take place in the future, the easements will be identified.

There are a number of issues dealing with the use of this property regarding zoning requirements of outdoor storage and parking of vehicles.

Based on the Zoning Ordinance, this use is permitted in the I-1 zoning district. Additional information needs to be provided or needs to be noted as a condition of the CUP. The conditions that need to be noted are:

- Landscaping and screening information needs to be provided to improve the aesthetic appearance of the tower's base and accessory building.
- Provide data on the type and height of the fence being proposed.
- Provide documentation that required Federal or State licenses have been granted or applications have been made.
- The tower shall not be illuminated by artificial means or display strobe lights unless such lighting is specifically required by Federal Aviation Administration or other State or Federal authority.
- The 20 foot wide access aisle/easement from the main street to the tower area shall be recorded with the County.
- The 16 foot wide utility easement along the southwest lot line shall be recorded with the County.
- Provide a letter of intent committing the tower owner and successors to allow the tower's shared use if any additional user agrees in writing to meet reasonable terms and conditions for shared use.
- The site that this commercial tower is being installed on must be in compliance with the current Zoning.

David Fischer from Verizon was present. He stated that the property owners are aware that their property will need to be brought into compliance with the Zoning Ordinance. The tower will need to be constructed in the place noted on the site plan on the west side of the property to comply with the setbacks.

Commissioner Zabinski questioned if there would be room for additional carriers on the pole if that would be needed in the future. Mr. Fischer stated that yes they always construct their towers to allow for up to two additional providers.

Bob Trisko, 1501 County Road 137 was present. Mr. Trisko has concerns with the construction of the tower because he has plans to develop his property that is located adjacent to the proposed property where the tower would be constructed and that the value of his property would go down with the construction of a tower. He has met with some developers who would like to help with developing an upper scale apartment or hotel, event center or museums.

Thomas Lies, attorney for the Trisko's was also present and stated that the area will probably be residential and that a tower would lower the value of the property. Cell towers are usually along highways and outside of city limits.

Brian Alsaker, 523 2nd Ave North also spoke regarding the tower and questioned what time frame the Trisko's had for their proposed development. Mr. Trisko stated that the developers he had talked to are busy with the Vikings Stadium at the time so he wasn't sure what the time frame might be plus developers are cautious in this economic time.

A letter was received from Jennifer Buckentine, 2122 County Road 137, with concerns with the property not currently in compliance with the city zoning requirements in regard to storage and parking on the property. Ms. Buckentine is not opposed to the tower as along as it is not lit.

Commissioner Hermanutz moved to close the Public Hearing which was seconded by Commissioner Blair. Motion carried.

Public Hearing closed at 7:01 PM.

The property is currently zoned I-1- Light Industrial and the future land use also shows the same zoning class.

The Commissioners reviewed the following questions in considering the Conditional Use Permit:

Criteria #1	It will not be detrimental to or endanger the public health, safety, morals, comfort, convenience or general welfare of the neighborhood or the City.
Criteria #2	It will be harmonious with the applicable specific and general objectives of the Comprehensive Plan of the City and this Ordinance.
Criteria #3	It will be designed, constructed, operated and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and will not change the essential character of that area.
Criteria #4	It will not be hazardous or disturbing to existing or future neighboring uses.
Criteria #5	It will be served adequately by essential public facilities and services, including streets, police and fire protection, drainage structures, refuse disposal, water and sewer systems, and schools.
Criteria #6	It will not create excessive additional requirements at public cost for public facilities and services and will not be detrimental to the economic welfare of the community.
Criteria #7	It will not involve used, activities, processes, materials, equipment and conditions of operation that will be detrimental to any persons, property, or the general welfare because of excessive production of traffic, noise, smoke, fumes, glare or odors.
Criteria #8	It will have vehicular approaches to the property which are so designed as not to create traffic congestion or an interference with traffic or surrounding public thorough-fares.
Criteria #9	It will have adequate facilities to provide sufficient off-street parking and loading space to serve the proposed use.
Criteria #10	It will not result in the destruction, loss or damage of a natural, scenic, or historic feature of major importance.
Criteria #11	It will conform to the type of uses that are generally permitted within the District.

- After review of the Findings of Fact, Commissioner Zabinski moved to recommend to the City Council to approve the Conditional Use Permit for Verizon Wireless to erect a monopole

Commercial Tower to be located at 2150 County Road 137 on the condition that the following staff recommendations be complied with:

- Landscaping and screening information needs to be provided to improve the aesthetic appearance of the tower's base and accessory building.
- Provide data on the type and height of the fence being proposed.
- Provide documentation that required Federal or State licenses have been granted or applications have been made.
- The tower shall not be illuminated by artificial means or display strobe lights unless such lighting is specifically required by Federal Aviation Administration or other State or Federal authority.
- The 20 foot wide access aisle/easement from the main street to the tower area shall be recorded with the County.
- The 16 foot wide utility easement along the southwest lot line shall be recorded with the County.
- Provide a letter of intent committing the tower owner and successors to allow the tower's shared use if any additional user agrees in writing to meet reasonable terms and conditions for shared use.
- The site that this commercial tower is being installed on must be in compliance with the current zoning requirements
-

The property owners must also comply with all Building and Zoning issues and all issues be completed before the issuance of the building permit. Motion was seconded by Commissioner Hermanutz.

Motion carried.

523 2nd Street North—Community Center Conditional Use Permit and Parking Variance

The Conditional Use Permit is being considered again for the above property to be used as a community building with possibilities of being used by various small groups. The Planning Commission held the public hearing on this request at their August meeting. The public hearing was closed at that time and the Planning Commission made a motion to table the request so that the items could be discussed in a joint work session with the Planning Commission and City Council. In addition, staff addressed the 60-day rule matter which extends the time frame for a decision to be made by the City to November 21, 2014.

The joint work session was held in September with the City Council to discuss this request in more detail. The group discussed the applicants defining a little more clearly the types of uses they intend to host at this facility. Parking for the site and ADA accessibility were two concerns that the group expressed. They wanted the applicants to provide more detail on how they intend to address these issues. There were also ideas mentioned about limiting the uses to the amount of parking that could be provided. It was suggested to the applicants to consider what they could do with parking on the back yard of the site. The group left the meeting with the idea that these issues would be addressed by the applicants at the Planning Commission meeting in October.

To date, there is no further information that has been provided by the applicant at this time.

In reviewing the information that has been provided to date, they are proposing to use the facility as a community use building, not as a church. They have also indicated that their hours of operation would be 8am to 5pm. On occasion, there will likely be evening events after the 5pm time which will end no later than 10pm. However, should someone show up after those hours asking for assistance, they would make the necessary contacts with other agencies to deal with them. In addition to the community use of the building, they are proposing to have someone living in the lower level living space that would be the center's staff/contact.

The residential portion of the structure is a permitted use in the R-3 Zoning District. There is a required 2 hour separation required between the community center portion and the residential use. The residential use has a separate direct access to the exterior.

Community centers are permitted by a CUP with some noted stipulations consisting of

- Building shall be located at least 50' from any lot line of an abutting lot in a Residential District.
- Any fence around a play area shall be not less than 20' from the property line of an abutting lot in a Residential District
- Adequate off-street parking and access is provided on the site or on lots directly abutting the site.
- Signage must comply with the Sign Ordinance
- Outdoor storage must comply with exterior storage in a Residential District
- Lighting must comply with City Ordinance relative to signage.

Based on the plans that have been provided at this time, an occupancy load of 137 was calculated based on the State Building Code (IBC). Based on City Ordinance 52.42 subd. 6 H, the number of parking spaces required is 1 space for each five (5) seats. This calculated out to 27 parking spaces plus 2 parking spaces required for the living space for a total of 29. Looking at the site plan provided, they are showing 6 spaces off of the alley and there are about 3 parking spaces on the west side of the building on the street, located in the area where the curb is set in. Based on these calculations, a variance of 20 parking spaces is required.

Based on the meeting held jointly with the applicants, planning commission, and city council it is important to address the off-street parking and ADA accessibility requirements for the property.

Brian Alsaker the owner of the property was present. Mr. Alsaker said he has looked into some ideas to create more parking on the property but does not want to take out green space and lose the neighborhood feel of the property. He has looked into what can be done to make the building handicap accessible but there would be a minimum of $20,000 to upgrade the property which they do not have funds for, at this time.

There was some discussion if an Interim Use Permit could be used and staff was to revisit the ordinance for clarification.

Commissioner Hermanutz feels if property cannot be brought up to handicap standards that an Interim Use Permit would also not be the answer.

Commissioner Blair stated he feels that there has just not been enough information presented.

The Commissioners reviewed the following questions in considering the Conditional Use Permit:

Criteria #1	It will not be detrimental to or endanger the public health, safety, morals, comfort, convenience or general welfare of the neighborhood or the City.
Criteria #2	It will be harmonious with the applicable specific and general objectives of the Comprehensive Plan of the City and this Ordinance.
Criteria #3	It will be designed, constructed, operated and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and will not change the essential character of that area.

Criteria #4	It will be hazardous or disturbing to existing or future neighboring uses because of parking concerns.
Criteria #5	It will not be served adequately by essential public facilities and services, including streets, police and fire protection, drainage structures, refuse disposal, water and sewer systems, and schools.
Criteria #6	It will not create excessive additional requirements at public cost for public facilities and services and will not be detrimental to the economic welfare of the community.
Criteria #7	It will involve activities, processes, materials, equipment and conditions of operation that will be detrimental to any persons, property, or the general welfare because of excessive production of traffic, noise, smoke, fumes, glare or odors.
Criteria #8	It will not have vehicular approaches to the property which are so designed as not to create traffic congestion or an interference with traffic or surrounding public thorough-fares.
Criteria #9	It will not have adequate facilities to provide sufficient off-street parking and loading space to serve the proposed use.
Criteria #10	It will not result in the destruction, loss or damage of a natural, scenic, or historic feature of major importance.
Criteria #11	It will not conform to the type of uses that are generally permitted within the District.

After review of the Findings of Fact, Commissioner Blair moved to recommend to the City Council to deny the request for a Conditional Use Permit to permit the property located at 523 – 2nd St. N to be used as a neighborhood community center based on Criteria #5, #7, #8, and #9. Commissioner Hermanutz seconded the motion. Motion carried.

The Findings of Fact were reviewed for the Parking Variance Request.

1.The alleged hardship is not due to circumstances unique to the property.

2. The circumstances causing the hardship were not created by someone or something other than the property owner.

3. The property owner is not deprived of the use of his property as he could put in more parking.

4. The issuance of the variance will not maintain the essential character of the location as more cars would be parked on the street.

5. The hardship would not involve more than economic hardships.

6. The issuance of the variance will not be in keeping with the spirit and intent of the ordinance and with vehicles parking on the streets there will be safety concerns.

Based on Findings of Fact, Commissioner Hermanutz moved to recommend to the City Council to deny the request for a parking variance of 20 spaces for the property located at 523 – 2nd St. North. Commissioner Blair seconded the motion. Motion carried.

Administrator Johnson gave the Building Department Update.

Commissioner Zabinski made a motion to adjourn which was seconded by Commissioner Hermanutz. The motion carried and the meeting was adjourned at 8:04 p.m.

Tim Jansky, Acting Chair

Sheila Mockros,
Building/Planning Assistant

Agenda Item No. 6A

Issue: **Division and 6th Avenue South Hotel and Conference Center Development Plat and PUD Public Hearing and Review**

BACKGROUND:

We have received an application from Silver Leaf Group, LLC for subdivision and rezoning to B-3 PUD of the properties located at the corner of Division Street and 6th Avenue South. The address of this site is 50 6th Avenue South and includes the properties of the former Salvation Army site, the former Radiator Shop, and the Tri-County Mobile Home Park. The current zoning of the site is B-3 Second Street South Corridor.

The first action the Planning Commission must consider is platting of the property. The property is proposed to be divided into 4 lots. The plat is proposed to be known as Silver Leaf Addition. Each of the four lots is over the 1 acre minimum. Block 1 Lot 1, located on the corner of Division and 6th Avenue is proposed for a retail site. The remaining 3 lots in Block 2 are proposed for two hotels and a conference center. As part of this plat, the developer is proposing one interior street to be public as shown on the preliminary plat. All other streets will be private streets within the subdivision.

If the Planning Commission is comfortable with the plans and the presentation by the Developers, consideration of the preliminary and final plat could be considered. Conditions could also be added to the motion and contingent as part of the approval process.

Parkland dedication fees on this subdivision will be calculated based on our already established city policy. The Park Board will consider making a recommendation on the parkland dedication at their meeting on April 1st.

As part of the Planning Commission consideration and review of this plat, I have included a worksheet that addresses all the items needed to be considered as part of the planning commission. Staff has provided comments on these criteria to assist you in your review.

Included in your packet are the criteria necessary for the Planning Commission to consider when approving both a preliminary and final plat. In addition, there are staff comments on the requirements for both the preliminary and final plat.

The Planning Commission is required to hold a public hearing on the subdivision to provide the public an opportunity to respond to the proposal. You can hear testimony from the applicants and any other public interested in speaking on the project. Once you have taken comments, you may close the public hearing and consider the plat as presented.

PUBLIC HEARING:

(Chair of Planning Commission should read public hearing notice)

Public hearing was opened at_____PM.

Motion by Planning Commission Member_____ to close the public hearing.

Seconded by Planning Commission Member_____.

(Motion approved or denied)

Public hearing closed at _____PM.

REQUIRED ACTION:

Conduct the public hearing taking comments from the public and the applicant. After closing the hearing, The Planning Commission's action could be any of the following with approval of the preliminary and (if comfortable) final plat:

1. Approval of the preliminary plat (final plat): as presented — with findings of fact.
2. Conditional approval of the preliminary plat (final plat): conditions for approval and findings of fact itemized.
3. Denial of the preliminary plat (final plat), with findings of fact.
4. The Planning Commission may, at its discretion and with the approval of the applicant, table the matter pending further information from the applicant that will help it render a recommendation to the City Council. An extension of the preliminary plat review period (i.e. total of 120 days) may be necessary.

STAFF RECOMMENDATION:

Staff believes that the platting requirements have been met as proposed. To see a more detailed response of staff's comments related to platting, please refer to the attached documents. As part of this consideration, staff recommends the following to be considered if the Planning Commission desires to approve the plat.

Preliminary Plat Conditions for Approval:

*Include name of proposed public street as a drive
*Conditioned upon Stearns County and Sauk River Watershed District Approval
*Parkland Dedication Fees being determined by Park Board and City Council

Final Plat Conditions for Approval:

*Conditioned upon TIF financing in place
*Conditioned upon Development Agreement being approved by City Council

*Additional information was submitted as late as Friday of last week. Additional staff review and comments may be provided at the Planning Commission meeting.

SUGGESTED MOTION:

Commissioner_____ moved to recommend to the City Council to **approve or deny** the (preliminary/final) plat to be known as Silver Leaf Addition

Commissioner _____seconded the motion.

ROLL CALL

Commissioner Ken Schmidt _____
Commissioner Bonnie Hermanutz _____
Commissioner Tim Jansky _____
Commissioner Bob Zabinski _____
Commissioner Jeff Blair _____

Motion (Approved) (Denied)

PROJECT EXECUTIVE SUMMARY

The Silver Leaf Group is proposing to building two national franchise hotels and a meeting facility in Waite Park, Minnesota. One hotel will be a four story Select Service Hotel and the other a four story Extended Stay Hotel. The Silver Leaf Group believes that this project will fulfill a need of the community by providing conveniently located premium hotels and a meeting facility for visitors, businesses and organizations in Waite Park.

These hotels will be located on a high profile site at the southeast corner of Division Street and 6th Avenue South. Currently, the proposed site is in blight condition. The Tri-County Mobile Home Park, a vacant radiator shop building, and a temporary food shelf, which is located in the building formerly known as the "Crown Bar", now occupy this area.

The Select Service Hotel will have 99 units and will have 130 parking spaces, which is more than the 109 required spaces. The Extended Stay Hotel will have 96 units and 138 spaces provided, with only 106 required.

The project will also include a Conference Center consisting of a single story structure of 27,450 sq. ft. The Center will have 171 spaces provided but will require 218 spaces. The remainder will be utilized from the adjacent hotels. Additional cross parking spaces are available from the adjacent restaurants, but aren't expected to be needed.

Attachment B - Legal Description

W126.21' OF LOT 3 & ALL LOTS 4 & 5 N OF HY 23 & ALL OF LOT 6 IN BLK 4; LOT 2-7 BLK 8 & LOT 2-6 BLK 9 LESS W 3' OF LOTS 5 & 6 BLK 9 & ALL VAC 4TH & 5TH AVES P/O LOT 7 BLK 9 BEG SE COR-NE ALG E LN 3.20'-S87D W 4.18'-S1D E 3.05' TO S LNN89D E ALG S LN 4.06' Subdivision Name WHITNEY GARDEN LOTS Lot 003 Block 004 Subdivision Cd 98025 Section 17 Township 124 Range 028 (PID 98.61416.0000)

LOT 1 LESS HWY & LESS P/O LOTS 1 & 8 BLK 9 COM SE COR LOT 8- WLY ALG S LN S89D E 92.74' TO ELY ROW 6TH AVE-NE ALG ELY ROW 63.25' TO SLY ROW CSAH 75- S89D E ALG ROW 14.77' TO POB- CONT ALG SLY ROW S89D E 229' TO WLY ROW 5TH AVE-N1D E ALG NLY ROW 35'-N89D W Subdivision Name WHITNEY GARDEN LOTS Lot 001 Block 009 Subdivision Cd 98025 Section 17 Township124 Range 028 (PID 98.614441.0000)

E 12' OF S 65' OF LOT 7 BLK 9 LESS PART BEG SE COR-NE ALG E LN 3.20'-S87D W 4.18'-S1D E 3.05' TO S LN-N89D E ALG S LN 4.06' TO POB Subdivision Name WHITNEY GARDEN LOTS Lot 007 Block 009 Subdivision Cd 98025 Section 17 Township124 Range 028 (PID 98.614442.0000)

LOT 8 LESS HY BLK 8 Subdivision Name WHITNEY GARDEN LOTS Lot 008 Block 008 Subdivision Cd 98025 Section 17 Township 124 Range 028 (PID 98.614440.0000)

LOT 5 & S2 LOT 6 BLK 3 Subdivision Name WHITNEY GARDEN LOTS Lot 005 Block 003 Subdivision Cd 98025 Section 17 Township 124 Range 028 (PID 98.61414.0010)

LOT 8 LESS HY & PT TO CITY & LOT 7 LESS E 12' OF S 65' ALSO LESS PT TO CITY OF LOT 7 BLK 9 Subdivision Name WHITNEY GARDEN LOTS Lot 007 Block 009 Subdivision Cd 98025 Section 17 Township 124 Range 028 (PID 98.61443.0000)

From: Shaunna.Johnson@ci.waitepark.mn.us
To: donevenson@msn.com
Subject: Follow up on review of plans and application submitted
Date: Wed, 18 Mar 2015 13:28:13 +0000

Good morning Don,

I have been working on the review of your plans in more detail and preparing for the PC agenda and meeting next week. In my review, I do have a few things that I need you to address:

* I need a written statement explaining in detail and with supporting documentation the specifics of the development including type of dwelling units, population, anticipated resulting traffic generated and parking needs. You give a brief description of the project and I know a lot of this can be found in the plans but the PUD application asks for a statement that describes this. I don't have anything that talks about your anticipated traffic and that will be helpful to the Planning Commission when reviewing this.

*The proposed schedule and/or phasing for the full development of the site. I know we have talked about this but we do not have the proposed time frame in writing. I just need a written statement on this like the item above that I can attach to your application. This will be important especially with parking if done in phases so that we can make sure parking needs are addressed.

*Location and size of all proposed paved widths. We will require sidewalks to be along all the public streets including Division (which is may be existing but if removed needs to be replaced), 6th Avenue South and 1st Street South. If you have any other internal sidewalks proposed, they should be shown on the plan as well.

*Sign locations and dimensions will also need to be included as we have talked previously.

*Parkland dedication fees will apply to this development. It is based on the value of the proposed development. The Park Board reviews this and will make a recommendation on this to the City Council. We will need to know the proposed value to determine the cost associated with parkland.

*Easements will need to be shown on the plat that we discussed in the meeting. This would include any utilities that will be publicly owned and needed for access.

*The preliminary plat does require names and ownership of all contiguous land owned or controlled by the applicant. This just needs to be on the preliminary plat information. I believe you have control over the radiator shop, old salvation site, and the mobile home park. We just need something that states this in the documentation. It also asks for name, address, phone number and where applicable license number of the record owner, any agents having control of land, the applicant and designer of plan. Some of this information is provided but please review to make sure that it includes all.

* A minor detail but is required is the date of preparation on the plans. I didn't see this.

This is all I see at this point. I will be in contact with you if anything else comes up. I believe we are in good shape moving forward with the Planning Commission on Tuesday. It would be helpful to have this information by Friday if possible.

If you have any questions, please let me know.

Thanks and have a good day!

~Shaunna

RESPONSES TO SHAUNNA JOHNSON'S COMMENTS DATED 3/18/2015

Traffic generated is estimated as follows:
Select Service Hotel (99units): 80% occupied= 80 cars x2= 160 Trips + 20 employees=180 Trips/day
Limited Service Hotel (96 units): 80% occupied= 77 cars x2=154 Trips/day +20 employees= 174 Trips/day
Conference Center @27,450 SF= 110 cars x2=220 Trips/day+30 employees=250 Trips/day
Total Trips per day=604

Parking
Parking required=433 spaces
Parking provided=439 spaces

Schedule
Select Service Hotel construction-2015-2016 Construction season
Conference center-2015-2016 Construction season
Limited Service Hotel- 2016-2017 Construction season

Paving and Sidewalks
Location and paving Widths are shown on the preliminary drawings and are subject to final design requirements. City sidewalks will be constructed as required by City of Waite Park.

Signage
Sign locations have been added to the drawings. Dimensions of signage will be determined as part of final design and will comply with City of Waite park requirements.

Park Dedication
See Attachment C with corresponding land values.

Easements
Easements are shown on the preliminary plat and all public utilities will have appropriate easements to serve the facility. These are subject to change with final design drawings.

Names and Addresses
Please find the names and addresses of all record owners for the affected property. Lightowler Johnson will be the project designer.

Plan preparation date
The plan preparation date will be shown in a more visible manner.

City of Waite Park

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Planning Commission
Platting Guidelines for consideration of
Silver Leaf Addition

The Planning Commission shall conduct a public hearing. The applicant or a designated representative thereof shall appear before the Planning Commission at the public hearing in order to answer questions concerning the proposed request. Following the closing of the public hearing, the Planning Commission shall take one of the courses of action identified in Section 58.3, Subd. 7(K) below. The following guidelines should be followed when findings of fact are issued:

Preliminary Plat Considerations:

1. The proposed preliminary plat conforms to the requirements of this Ordinance and the applicable zoning district regulations.

2. The proposed subdivision is consistent with the City's Comprehensive Plan and any other adopted land use studies and is compatible with the platting or approved preliminary plat on adjoining lands.

3. The proposed plat does not constitute a 'premature subdivision' under section 58.7, Subd. 1(D) of this Ordinance.

4. The physical characteristics of the site, including but not limited to topography, vegetation, wetlands, susceptibility to erosion and siltation, susceptibility to flooding, water storage and retention, are such that the site is suitable for the type of development or use contemplated.

5. The design or improvement of the proposed subdivision complies with applicable plans of the County and the state of Minnesota.

6. The design or improvement of the proposed subdivision is not likely to cause environmental damage or health problems.

7. The completion of the proposed development of the subdivision can be achieved in a timely manner so as not to cause an undue economic burden upon the City for maintenance, repayment of bonds or similar burden.

8. That permits applicable to the site/project as required by local, state and federal law have been applied for and/or have been approved. The Applicant is required to prove compliance with all local, state and federal law. The City and/or its assigns may determine if whether an application for approval is sufficient or if approval a permit application is acceptable.

Final Plat Considerations:

1. The final plat conforms to the approved preliminary plat and any/all conditions for approval of the preliminary plat.

2. All submission requirements have been satisfied.

3. The plat conforms to all applicable requirements of this Ordinance, subject only to approved rule exceptions.

Staff Review of Preliminary Plat Requirements with Comments for

Silver Leaf Addition:

Preliminary Plat Data Requirements. As outlined in Ordinance Section 58.3, Subd. 6 (Preliminary Plat Process), the applicant shall prepare and submit a preliminary plat, together with any necessary supplementary information. The preliminary plat shall contain the information set forth in the subsections that follow. Upon specific request, the Zoning Administrator may exempt an applicant from the submission of data which is not considered relevant to the application.

A. Proposed Conditions:

1. The proposed name of the subdivision; names shall not duplicate or be alike in pronunciation to the name of any plat theretofore recorded in Stearns County.

2. Location of boundary lines in relation to a known section, quarter section or quarter-quarter section lines comprising a legal description of the property.

3. Name, address, phone number and where applicable license number of the record owner(s), any agent having control of the land, the applicant, land surveyor, engineer and designer of the plan.

4. Graphic scale of one (1) inch to one hundred (100) feet, except as specifically approved by the Zoning Administrator.

5. North point and key map of the area, showing well-known geographical points for orientation including streets within a one-half (1/2) mile radius.

6. Date of preparation.

7. The legal description of the land contained within the subdivision including the total acreage of the proposed subdivision.

8. An indication as to which lands are registered torrens property or abstract property. If land is registered property, a registered land survey shall be required.

9. A list of any liens or encumbrances.

10. Elevation benchmarks used for the topographic survey and datum on which they are based.

11. Reference to the coordinate system use for the survey.

12. Results of site evaluation, including percolation tests and soil borings.

STAFF COMMENTS: Staff has reviewed the proposed conditions and believes that the necessary information required on these items has been included and met.

B. Existing Conditions:

1. Boundary lines to include bearings, distances, curve data, and total acreage of proposed plat, clearly indicated.

2. Existing zoning classifications for land in and abutting the subdivision.

3. Total area of the proposed plat.

4. Location, right-of-way width and names of existing or platted streets or other public ways, parks and other public lands, permanent buildings and structures, easements and section, corporate and school district lines within the plan, to a distance of one hundred fifty (150) feet beyond the plat.

5. Location, size, and elevations of existing sewers, water mains, culverts or other underground facilities within the preliminary plat area and to a distance of one hundred fifty (150) feet beyond. Such data as top grades and locations of catch basins, manholes, elevations, invert elevations, hydrants and the street pavement width and type also shall be shown.

6. Boundary lines of adjoining un-subdivided or subdivided land, within one hundred fifty (150) feet of the plat, identified by name and ownership, including all contiguous land owned or controlled by the applicant.

7. Topographic data, including contours at vertical intervals of not more than one (1) foot shown on a contour/topographic map. Watercourses, marshes, wooded areas, rock outcrops, power transmission poles and lines, and other significant features also shall be shown. U. S. G. S. datum shall be used for all topographic mapping.

8. Subsurface conditions location and results of tests to ascertain subsurface soil, rock and groundwater conditions and availability; location and results of soil percolation tests.

9. 100-year flood elevations, the regulatory flood protection, and boundaries of floodway and flood fringe areas, if known, taking into consideration the Flood Insurance Study and Flood Insurance Rate Map.

10. A statement certifying the environmental condition of the site including the presence of any hazardous substance as defined in Minnesota Statutes 115B.02, Subd. 8. Such statement may be required to be based upon an environmental assessment of the site by an environmental engineering firm acceptable to the City.

11. Geotechnical data prepared by a qualified soils engineer showing surface and subsurface soils and groundwater in sufficient detail to show the site to be suitable for the development proposed.

12. A vicinity map, at least 4" x 4" in size on the full size plans, to the Planning

Commission showing the relationship of the proposed subdivision to adjacent properties, roads, right-of-ways, and other property and subdivision within three hundred-fifty feet (350) of the proposed subdivision, and the relation of the plat to the surrounding zoning districts.

13. All existing survey monuments that have been found.

14. Areas in the plat which have been designated as shoreland, delineated wetlands and/or floodplains by the Department of Natural Resources, including the high water mark of all wetlands.

STAFF COMMENTS: Staff has reviewed the existing conditions and believes that the necessary information required on these items has been included and met.

C. Proposed Design Features:

1. Layout of proposed streets showing the right-of-way widths, centerline gradients, roadway widths, typical cross-sections, and proposed names of streets in conformance with City of Waite Park street identification policies. The name of any street heretofore used in the City or its vicinity shall not be used unless the proposed street is a logical extension of an already named street, in which event the same name shall be used.

STAFF COMMENTS: There is a city street proposed on this site. Part of the street is currently known as 5th Avenue South which runs north and south and connects with a new proposed street. We are recommending that this street be named all one and not be named an Avenue or a Street being the road will run north and south as well as east and west. We recommend a drive with a name associated with it and would like to see this included in the recommendations to the City Council.

2. Locations and widths of proposed alleys and pedestrian ways.

STAFF COMMENTS: Sidewalks have been included and the appropriate dedication of right of way has been given on both 6th Avenue South and 1st Street South.

3. Locations and size of proposed storm sewer, sanitary sewer lines and water mains.

STAFF COMMENTS: Ok

4. Gradients of proposed streets, soils, sewer, sanitary sewer lines and water mains, as requested.

STAFF COMMENTS: Ok

5. Location, dimension and purpose of all easements.

STAFF COMMENTS: Ok

6. Layout, numbers, lot areas and preliminary dimensions of lots and blocks, and outlots. The total number of proposed lots, their minimum, maximum and average size in square footage.

STAFF COMMENTS: Ok

7. Minimum front and side street building setback lines.

STAFF COMMENTS: The side yard setback will be considered as part of the PUD as the two hotel developments and the conference center will be connected but still will remain as separate lots.

8. When lots are located on a curve, the width of the lot at the building setback line.

STAFF COMMENTS: NA

9. Building pads intended for construction.

STAFF COMMENTS: Ok

10. Areas, other than streets, alleys, bikeways, pedestrian ways and utility easements, intended to be dedicated or reserved for public use, including the size of such an area or areas in acres.

STAFF COMMENTS: Ok

11. The proposed location and sizing of public water system mains and service connections.

STAFF COMMENTS: Ok

12. The proposed location and routing of public sewer mains and service connections.

STAFF COMMENTS: Ok

13. Preliminary grading plan with minimum one (1) foot contours which shall include the proposed grading and drainage of the site: prior to, during and post-construction. The preliminary grading plan shall include, but not be limited to, the illustration of provisions for erosion control, hydrology calculations and drainage. Also to be stipulated are the garage floor, first floor and basement elevations of all structures.

STAFF COMMENTS: Ok

14. The location, size and proposed improvements for proposed parks,

playgrounds and public open spaces; churches or school sites or other special uses of land to be considered for dedication to public use or to be reserved by deed of covenant for the use of all property owners in the subdivision and any conditions of such dedication or reservation.

STAFF COMMENTS: Ok

15. Proposed pedestrian ways, trails, drainage easements and utility easements.

STAFF COMMENTS: Ok

16. The items listed in this section shall be in conformance with all other applicable sections of this Ordinance and the Waite Park Zoning Ordinance (Ordinance 52).

STAFF COMMENTS: Ok

D. Supplementary Information: Any or all of the supplementary information requirements set forth in this subsection shall be submitted when deemed necessary by the City staff, consultants, advisory bodies and/or the City Council to adequately address the application and site in question.

1. If the developer is contemplating financing under MN. Stat. Chapter 429, an official request to the City Council for the uses of said financing and the Council's approval of the drafting of a feasibility report.

STAFF COMMENTS: The Developer has request Tax Increment Financing Assistance and is in the consideration of this with the City. It is estimated that the public hearing on the Tax Increment Financing Plan will occur at the April 6th City Council meeting.

2. A build-out plan as defined by the City and/or its assigns.

STAFF COMMENTS: The Developer is proposing the hotel and conference center development as two phases. The parcel located on the corner of 6th Avenue and Division Street will be considered in the future.

3. Proposed protective covenants or private restrictions.

STAFF COMMENTS: NA

4. Proposed phasing/staging plan for any project involving more than one construction season which sets forth the chronological order of construction and relates the proposed uses and structures to the construction of various service facilities and gives estimated completion dates.

5. A listing of all required federal, state and City permits and status of

applications. This includes a wetland permit if there are proposed impacts to wetlands on the property being platted.

STAFF COMMENTS: The Developer has submitted plans to the County, as well as the Sauk River Watershed District. The Sauk River Watershed District has indicated they will require a permit. The Developer is working with the Watershed District on this permitting process. Approval of this plat should be conditioned upon this permit being approved.

6. A plat overlay on an aerial photo, illustrating the relationship of the proposed subdivision to the surrounding area.

STAFF COMMENTS: NA

7. An analysis prepared by a qualified person identifying tree coverage in the proposed subdivision in terms of type, weakness, maturity, potential hazard, infestation, vigor, density and spacing. A vegetation preservation and protection plan that shows those trees proposed to be removed, those to remain, the types and locations of trees and other vegetation that are to be planted may also be required.

STAFF COMMENTS: NA. The trees in this area are minimal and are not a concern of the City for preservation. The proposed landscape plan will address the green space issue.

8. Statement of the proposed use of lots stating type of buildings with number of proposed dwelling units or type of business or industry, so as to reveal the effect of the development on traffic, fire hazards, and congestion of population. The City may require the applicant to have formal traffic or other studies performed to the City's satisfaction which show the effect of the proposed development on traffic, fire hazards, congestion, or other matters of public concern.

STAFF COMMENTS: Ok

9. If any zoning changes are contemplated, the proposed zoning plan for the areas, including dimensions, shall be shown. Such proposed zoning plan shall be for information only and shall not vest any rights in the applicant.

STAFF COMMENTS: Ok. The proposed zoning is B-3 PUD Second Street South Corridor PUD. The Planning Commission will be considering this action after the plat has been considered.

10. A plan for soil erosion and sediment control both during construction and after development has been completed. The plan shall include gradients of waterways, design of velocity and erosion control measures, design of sediment control measures, and landscaping of the erosion and sediment control system. Such plans are to be in accordance with the technical standards and specifications of the Soil Conservation Service, as provided by Stearns County Soil and Water Conservation District Office.

STAFF COMMENTS: NA

11. An environmental review shall be submitted if the City, City consultants or other groups or agencies determine that one is required by law.

STAFF COMMENTS: NA

12. Applications, statements and supporting documentation and plans for rezoning, variances, conditional use permits or planned unit development approvals being sought for the subdivision.

STAFF COMMENTS: Ok

Staff Review of Final Plat Requirements with Comments for

Silver Leaf Addition:

Subd. 9. Final Plat Data Requirements. As required by Section 58.3, Subd. 9 of this Title, the applicant shall submit a final plat together with any necessary supplementary information. The final plat, prepared for recording purposes, shall be prepared in accordance with provisions of Minnesota State Statutes and Stearns County regulations, and such final plat or accompanying submittals shall contain the following information:

A. Name of the subdivision, which shall not duplicate or too closely approximate the name of any existing plat theretofore recorded in the City of Waite Park or its vicinity and which shall be subject to City Council approval.

B. Location by section, township, range, county and state, and including descriptive boundaries of the subdivision.

C. The location of monuments shall be shown and described on the final plat. Locations of such monuments shall be shown in reference to existing official monuments on the nearest established street lines, including true angles and distances to such reference points or monuments. The applicant shall provide coordinating data on all subdivision documentation in a format approved by the City Engineer.

D. Location of lots, outlots, streets, public highways, alleys, and parks and other features, with accurate dimensions in feet and decimals of feet, with the length of radii and/or arcs of all curves, and with all other information necessary to reproduce the plat on the ground shall be shown. Dimensions shall be shown from all angle points of curve to lot lines.

E. Lots shall be numbered clearly, blocks are to be numbered, with numbers shown clearly in the center of the block.

F. A drawing or listing of total square footage per lot, acreage per block, square footage or acreage of each land use proposed (where applicable) and total acres in the plat.

G. The exact locations, widths and names of all streets to be dedicated.

H. Location, purpose and width of all easements to be dedicated.

I. Name, address and phone number of surveyor making the plat.

J. Scale of the plat to be one (1) inch to one hundred (100) feet (1"=100'—the scale to be shown graphically on a bar scale), date and north arrow.

K. A current abstract of title or a registered property certificate along with any unrecorded documents that are subject to review and approval by the City Council.

L. Copies of any protective or restrictive covenants affecting the subdivision or any part thereof.

M. Statement dedicating all easements as follows: Easements for installation and maintenance of utilities and drainage facilities are reserved over, under and along the designated areas marked "drainage and utility easements".

N. Statement dedicating all streets, alleys and other public areas not previously dedicated as follows: Streets, alleys and other public areas shown on this plat and not heretofore dedicated to public use hereby so dedicated.

STAFF COMMENTS: Staff has reviewed this information and believes that the above requirements have been included on the information provided.

0. Other data: Such other information that may be required by the City following final plat approval, including but not limited to:

1. A signed Development Agreement approved by the City which includes provisions for a financial guarantee of cash escrow or letter of credit, as provided for in Section 58.6, Subd. 16 of this Ordinance.

STAFF COMMENTS: A development agreement will be completed upon the TIF process being complete. Staff would recommend adding approval of the Development Agreement as a contingency upon final plat approval.

2. A complete set of construction plans and specifications to construct the required public improvements and to make the subdivision suitable for development, which conform to the City requirements. These documents will be prepared by the City for projects following the publicly financed public improvement process.

3. A certified mylar copy of the plat evidencing filing of the plat with the County within sixty (60) days after approval by the City. No building permits shall be approved for construction of any structure on any lot in said plat until the City has received evidence of the plat being recorded by Stearns County.

4. Three complete sets of 11" x 17" reproducible as-built construction drawings for any public improvements constructed in the subdivision shall be furnished to the City for the City files and City Engineer, within one hundred and twenty (120) days after the construction is complete and approved by the City. In addition one digital GIS formatted copy and one scanned copy for imaging shall be submitted to the City.

5. Upon adoption and filing of a final plat, the City shall prepare a street address map and distribute it to the applicant, utility companies, police department, ambulance, fire department, post office and County.

6. A digital disk of the recorded plat consistent with the Stearns County coordinate system in a format specified by the City and/or the City Engineer for inclusion in the City's base map.

P. Certification Required.

1. Certification by a registered surveyor in the form required by Minnesota Statutes 505.03, as amended.

2. Execution by all owners of any interest in the land and holders of a mortgage thereon of the certificates required by Minnesota Statutes 505.03, as amended, and which certificate shall include a dedication of the utility easements and other public areas in such form as approved by the City Council.

3. Space for certificate of approval and review to be filled in by the signatures of the Mayor and City Administrator.

STAFF COMMENTS: The above items of O; 2-6 and P; 1-3 on the final plat requirements are things staff would ensure were completed prior to signing off on the final plat documents.

Agenda Item No. 6B

Issue: **Division Street and 6th Avenue South - PUD Overlay District Modification** (excludes 1 acre corner lot on Division and 6th Avenue South)

BACKGROUND:

We have received a request from Silver Leaf for two hotels and a conference center to be constructed on Lots 1, 2, and 3of Block 2 in the Silver Leaf Addition. We are looking at 2 phases for the project, one now which includes constructing one of the hotels and the conference center. This phase of the project will be completed in 2015-2016 with the remaining hotel being construed in 2016-2017 with a full build out of the development to be completed by 2017. This zoning district is B-3 Second Street South Corridor (PUD). The proposed development fits under permitted uses. The developers are asking for consideration of a PUD to allow for some variances from the parking, side yard setbacks, and sign height requirements.

The purpose of a Planned Unit Development is to provide for the modification of certain regulations when it can be demonstrated that such modification would result in a development which would not increase the density and intensity of land use beyond that which would be allowed if no regulations were modified, preserves or creates features or facilities of benefit to the community would be compatible with surrounding development and will conform to the goals and policies of the Comprehensive Plan. Basically it is a way to look at the development overall project and consider modifications from the Zoning Ordinance requirements that would be a benefit to the area but yet not be a detriment to current or future development of the area.

This property proposed for development covers three separate parcels. The proposed development shares the parking and adjoins the three buildings together. As a result of this, it requires varying from the side yard setback and allowing all three sites to share their parking which then allows them to remain in compliance with the parking requirements. In addition to this, the developers are requesting some variance from the sign height. They show two elevated signs and are proposing them to be 40 feet in height. Our sign ordinance maximum height is 20 feet. In addition, they are requesting an elevated sign to be collocated with the proposed elevated sign along 6th Avenue North. The distance requirement between these two signs by Ordinance is 100 feet. It appears from the drawing to be much closer than allowed.

Included in your packet of information is the application and supplemental information provided by the application related to this development. The packet also includes staff review and comments and the criteria for necessary for the Planning Commission to consider the request.

PUBLIC HEARING:

Public Hearing was opened at _____PM

Councilmember _____moved to close Public Hearing.

Councilmember _____seconded.

Motion (Carried) (Denied)

Public Hearing closed at _____PM.

REQUIRED ACTION:

Conduct the public hearing taking comments from the public and the applicant. After closing the hearing, the Planning Commission's action could be any of the following with approval of the preliminary and (if comfortable) final PUD and development plant:

1. Approval of the preliminary PUD (final PUD) and Development Plan: as presented — with findings of fact. (see planning commission guidelines for consideration)

2. Conditional approval of the preliminary PUD (final PUD) and Development Plan: conditions for approval and findings of fact itemized.

3. Denial of the preliminary PUD (final PUD) and Development Plan, with findings of fact.

4. The Planning Commission may, at its discretion and with the approval of the applicant, table the matter pending further information from the applicant that will help it render a recommendation to the City Council. An extension of the preliminary PUD review period (i.e. total of 120 days) may be necessary.

STAFF RECOMMENDATION:

Staff has reviewed this proposal and believes that the overall development proposed is consistent with the intent of the B-3 Second Street South Corridor. Attached are more detailed staff's comments related to the PUD for your review and consideration. As part of this consideration, staff recommends the following to be considered if the Planning Commission desires to approve the PUD and Development Plan.

*Condition approval of the PUD on providing staff with more details on the proposed signage. Require additional landscaping and a higher level of design standards on the signage to accommodate for their request on signage. Planning Commission will need to determine if the height proposed fits in within the overall character of the area. A lower sign height could be recommended.

*Final PUD can be approved at this time by the Planning Commission. If this is the desire of the Planning Commission, staff recommends conditioning this approval on staff ensuring they have met the conditions listed under Final PUD requirements. Any minor modifications of the PUD would require an additional public hearing. Any major modifications would require a new application to be submitted for approval.

SUGGESTED MOTION:

Commissioner_____ moved to recommend to the City Council to approve or deny the Preliminary (Final) PUD and the Development Plan for Silver Leaf Development.

Following are the recommended conditions being recommended to become part of the PUD Modification.

_____

_____

Commissioner _____seconded the motion.

ROLL CALL

Commissioner Ken Schmidt _____
Commissioner Bonnie Hermanutz _____
Commissioner Tim Jansky _____
Commissioner Bob Zabinski _____
Commissioner Jeff Blair _____

Motion (Approved) (Denied)

City of Waite Park

19 - 13th Avenue North
PO Box 339
Waite Park MN 56387-0339

(320) 252-6822 Phone • (320) 252-6955 Fax
Email: city.hall@ci.waitepark.mn.us
Website: www.ci.waitepark.mn.us

Planning Commission
PUD Guidelines for consideration of
Silver Leaf Hotel Development

The Planning Commission will hold a public hearing to hear from the public and the Developers on their proposed development. Once the public hearing is closed, the Planning Commission will need to consider the PUD taking into account the following requirements for approval.

Preliminary PUDs — Criteria for Approval.

A. Preliminary PUD approval shall be granted by the city only if the applicant demonstrates that

1. The proposed project shall not be detrimental to present and potential surrounding land use.

2. Land surrounding the proposed development can be planned in coordination with the proposed development and can be developed so as to be mutually compatible.

3. Streets and sidewalks, existing and proposed, are suitable and adequate to carry anticipated traffic within the proposed project and in the vicinity of the proposed project, in light of the criteria set forth in the Subdivision Ordinance and the comprehensive plan.

4. Services including potable water, sanitary sewer and storm drainage are available or can be provided by the development prior to occupancy.

5. Each phase of the proposed development, as it is planned to be completed, contains the required parking spaces, recreation spaces, landscape and utility areas necessary for creating and sustaining a desirable and stable environment.

6. The project conforms with the purposes and standards prescribed in this chapter.

7. The project conforms to the Comprehensive Plan.

B. Conformance with the design standards and required improvements as set forth within the Subdivision Ordinance.

Final PUDs — Criteria for Approval. Final PUD approval shall be granted by the City only if the applicant demonstrates that the final PUD substantially conforms to the approved preliminary PUD. For the purposes of this section, "substantially conforms" means that, as compared to the preliminary PUD, the final PUD contains no revisions in density, uses, design or development standards or in the site plan, other than the minor changes pursuant to Subd. 11 of this chapter.

Staff Review of Preliminary PUD Requirements with Comments for Silver Leaf Development

Preliminary PUDs — Contents of Complete Application.

A. The applicant shall file with the City a preliminary development plan (five large scale (2' X 3') copies and ten 11 X 17 reproducible copy), which includes the following:

1. A legal description of the property proposed to be developed;

2. Total acreage to be developed and a nearby landmark reference point for identification;

3. A map of the subject property and surrounding area determined by the City to be relevant for comprehensive planning, environmental assessment or zoning review purposes, which shall depict comprehensive plan designations, zoning classifications and existing land uses and utility mains/urban facilities including parks and streets;

4. A proposed site plan for the subject property depicting the following:

a. Topography at two-foot contours for slopes 15 percent or less and five-foot contours for slopes over 15 percent;

b. Individual trees over eight inches in trunk diameter measured 32" above the base of the trunk in areas to be developed or otherwise disturbed;

c. Designated placement, location, and principal dimensions of lots, buildings, streets, parking areas, recreation areas and other open space, landscaping areas and utilities;

d. If the developer owns or otherwise controls property adjacent to the proposed development, a conceptual plan for such property demonstrating that it can be developed in a compatible manner with the proposed development;

5. A conceptual landscape plan showing existing and proposed landscaping including groundcover, shrubbery and tree species;

6. Drawing and/or text showing scale, bulk and architectural character of proposed structures;

7 For single-family PUDs, a narrative description of the project identifying the number and location of lots which would be allowed if no regulations were modified;

8. Special features including but not limited to critical areas and sites or structures of historic significance;

9. Text describing conditions or features which cannot be adequately displayed on maps or drawings;

10. A narrative stating how the proposed development complies with the goals and policies of the Comprehensive Plan;

11. A narrative stating how the proposed plan impacts adjacent property owners;

12. A narrative describing the public benefit of the proposed PUD;

13. A narrative describing proposed operation/maintenance of the development including open areas, stormwater features and recreational facilities resulting from the subdivision;

14. If applicable, draft conditions, covenants and restrictions and other documents relating to operation and maintenance of the development, including all of its open areas and recreational facilities;

15. Information normally required within the underlying zoning classification relating to site plan review.

16. Other information required by the City.

STAFF COMMENTS: The above items have been reviewed by staff and have been submitted to the City as part of their application. Staff believes the applicants have met these criteria.

B. The applicant may submit to the City proposed development standards which, if approved by the City, shall become a part of the preliminary plan in lieu of the requirement of subsection (A)(2) of this section for specifying placement, location and principal dimensions of buildings, streets, and parking areas. This alternative process is intended to accommodate the need for flexibility in large scale non-single-family developments, while insuring that sufficient information as to the nature of the development is available upon which to base a decision concerning the preliminary development plan. Proposed development standards shall specifically set forth parameters for location, dimensions and design of buildings, streets and parking areas.

STAFF COMMENTS: The proposed plan meets many of the zoning requirements that are specific to the B-3 Second Street South Corridor. The following are items that are requesting to be varied from as part of the application:

Parking Requirements: The two hotels that are planned to be developed offer more parking than what is required by the Zoning Ordinance. The Select Service Hotel will have 130 parking spaces and only requires 109 spaces. The Extended Stay Hotel will have 138 spaces and only requires 106 spaces. Collectively this is an additional 53 spaces than required by the Zoning Ordinance. The Conference Center parking requires 218 spaces and provided is 171 spaces. This leaves a shortage of 47 parking spaces. The overall plan addresses this parking by the additional 53 parking spaces that the two hotels

have within their sites. The idea for the plan is to share parking and collectively they exceed the parking requirements by 6 spaces. As part of the approval process on this site, staff would recommend requiring a cross access agreement for parking to ensure that if the property in the future is owned by separate entities, the need to have adequate parking can be accomplished with this agreement.

Setback Requirements: The setback for the B-3 Second Street South Corridor is 30 foot front yard, 10 foot side yard, and 20 foot rear yard. In reviewing the plans, all three lots meet the front yard and rear yard setbacks. The side yard setbacks are met on the end lots on one side but because the proposal shows the three buildings to be adjoining, they would not meet the side yard setback on their adjoining sides. As a result this constitutes a need to vary from this requirement.

Proposed Elevated Signs: The plan shows three new signs. Along Division Street, they are proposing a new monument sign that appears that it would be in compliance with the Zoning Ordinance. Along 6th Avenue South, they are proposing two signs to be very close together. Our Sign Ordinance does allow for two signs on corner lots but it does require a separation of 100 feet between the two signs. As shown, this separation is not 100 feet and the planning commission would need to consider whether they are comfortable with the plans as proposed or can choose to modify this. One of these signs is a monument sign that appears that it would be in compliance with the Zoning Ordinance. The other proposed sign along 6th Avenue would be a 40 foot elevated sign that would be in compliance with our square footage requirements but it does exceed the height requirement. Our maximum height is 20 feet. The other sign located on Lot 3 of Block 2 of the proposed Silver Leaf addition would also be an additional 40 foot elevated sign that would also exceed the height requirement for signage. The developer has proposed the locations but the specifics of what the signs would look like as not been provided at this time.

Staff Review of Final PUD Requirements with Comments for

Silver Leaf Development

Within 12 months following the approval of the preliminary PUD, the applicant shall file a final PUD conforming to the approved preliminary PUD. The final PUD shall include the following:

1. A survey of the property, showing for all areas to be developed or disturbed existing features, including topography at two-foot contours for slopes 15 percent or less and five-foot contours for slopes over 15 percent, buildings, structures, trees over eight inches in trunk diameter measured 32" above the base of the trunk, streets, utility easements, rights-of-way, and existing land uses;

2. Floor elevations and sample drawings of project structures and improvements;

3. Proposed final conditions, covenants and restrictions (CC&Rs) and other documents relating to operation and maintenance of the development, including all of its open areas and recreational facilities, which CC&Rs and other documents shall be recorded upon final PUD approval;

4. Proposed final agreements which may have been required as conditions of preliminary PUD approval;

5. A development schedule;

6. The following plans and diagrams:

   a. An off-street parking plan;

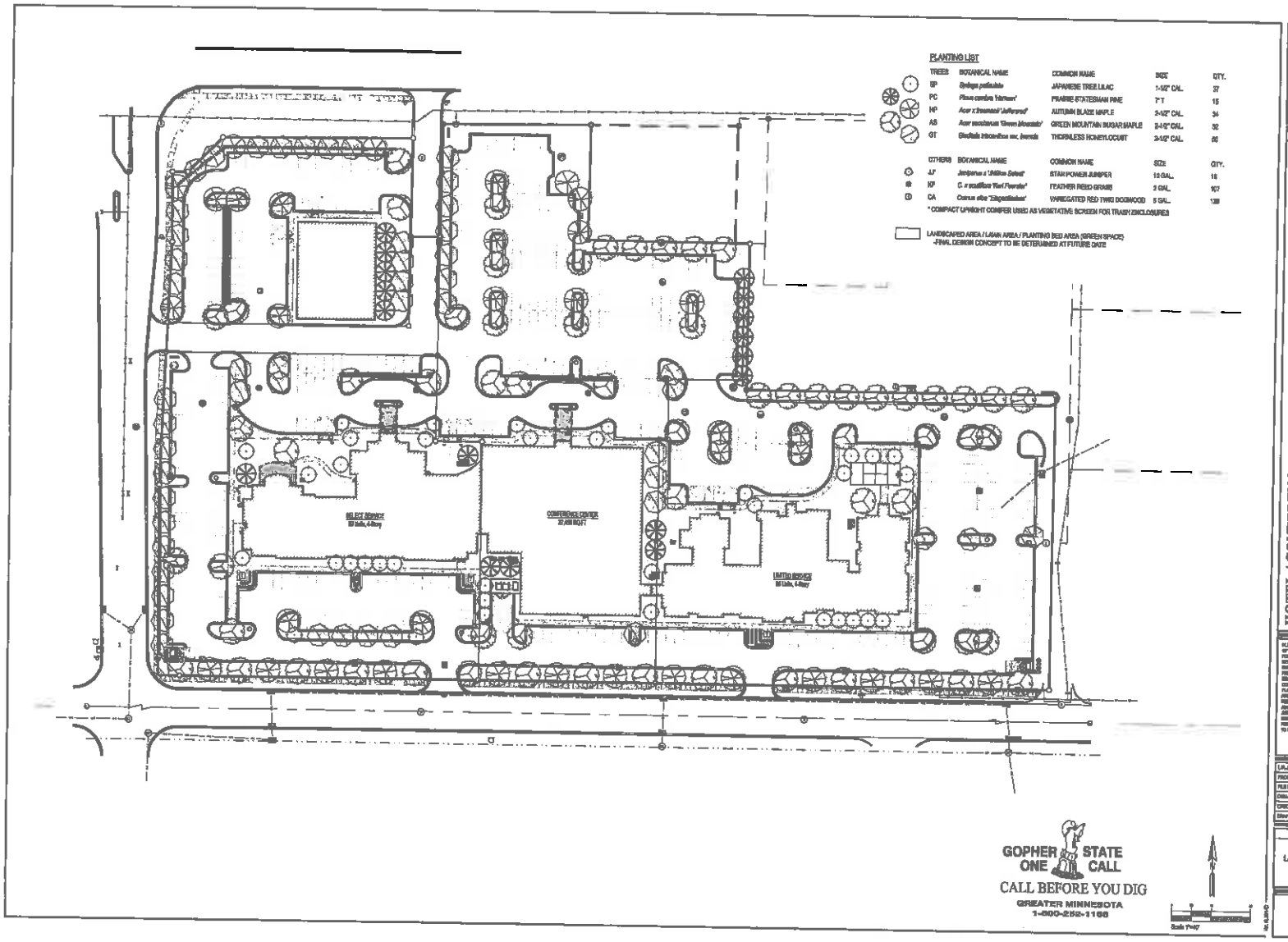
   b. A circulation diagram indicating the proposed movement of vehicles and pedestrians within the planned unit development, and to and from existing and programmed thoroughfares; any special engineering features and traffic regulating devices needed to facilitate or insure the safety of this circulation pattern must be shown;

   c. Landscaping and tree planting plan, including site grading;

   d. A topographic map or model of the site and surrounding vicinity;

B. In the event that development standards were submitted and approved as part of the preliminary development plan, development standards shall be made binding upon all future developers of the property in a manner acceptable to the city and may be submitted in lieu of elevation and perspective drawings of project improvements.

STAFF COMMENTS: Provided there are not major revisions to the Development Plan as proposed by the Developer, staff would recommend approval of the Final PUD conditioned upon staff review that all the items listed above have been met.



PLANTING LIST

TREES	BOTANICAL NAME	COMMON NAME	SIZE	QTY.
SP	*Syringa pekinensis*	JAPANESE TREE LILAC	1-1/2" CAL.	37
PC	*Pinus cembra 'Varnum'*	PRAIRIE STATESMAN PINE	7' T	15
HP	*Acer x freemanii 'Jeffersred'*	AUTUMN BLAZE MAPLE	2-1/2" CAL.	34
AS	*Acer saccharum 'Green Mountain'*	GREEN MOUNTAIN SUGAR MAPLE	2-1/2" CAL.	32
GT	*Gleditsia triacanthos var. inermis*	THORNLESS HONEYLOCUST	2-1/2" CAL.	66

OTHERS	BOTANICAL NAME	COMMON NAME	SIZE	QTY.
JJ*	*Juniperus x 'Mother Lode'*	STAR POWER JUNIPER	10 GAL.	16
KF	*C. x acutiflora 'Karl Foerster'*	FEATHER REED GRASS	3 GAL.	107
CA	*Cornus alba 'Elegantissima'*	VARIEGATED RED TWIG DOGWOOD	5 GAL.	139

* COMPACT UPRIGHT CONIFER USED AS VEGETATIVE SCREEN FOR TRASH ENCLOSURES

LANDSCAPED AREA / LAWN AREA / PLANTING BED AREA (GREEN SPACE)
-FINAL DESIGN CONCEPT TO BE DETERMINED AT FUTURE DATE

LJA
ARCHITECTURE ENGINEERING PLANNING LAND SURVEYING

REVISIONS

HOTEL / CONFERENCE CENTER

WAITE PARK, MN

LJA JOB #	0/0
FIELD DATE	00-00-00
FILE NAME	MAP_C
DWG. SCALE	1"=40'
CHECKED BY	
DRAWN BY	

SHEET DESCRIPTION

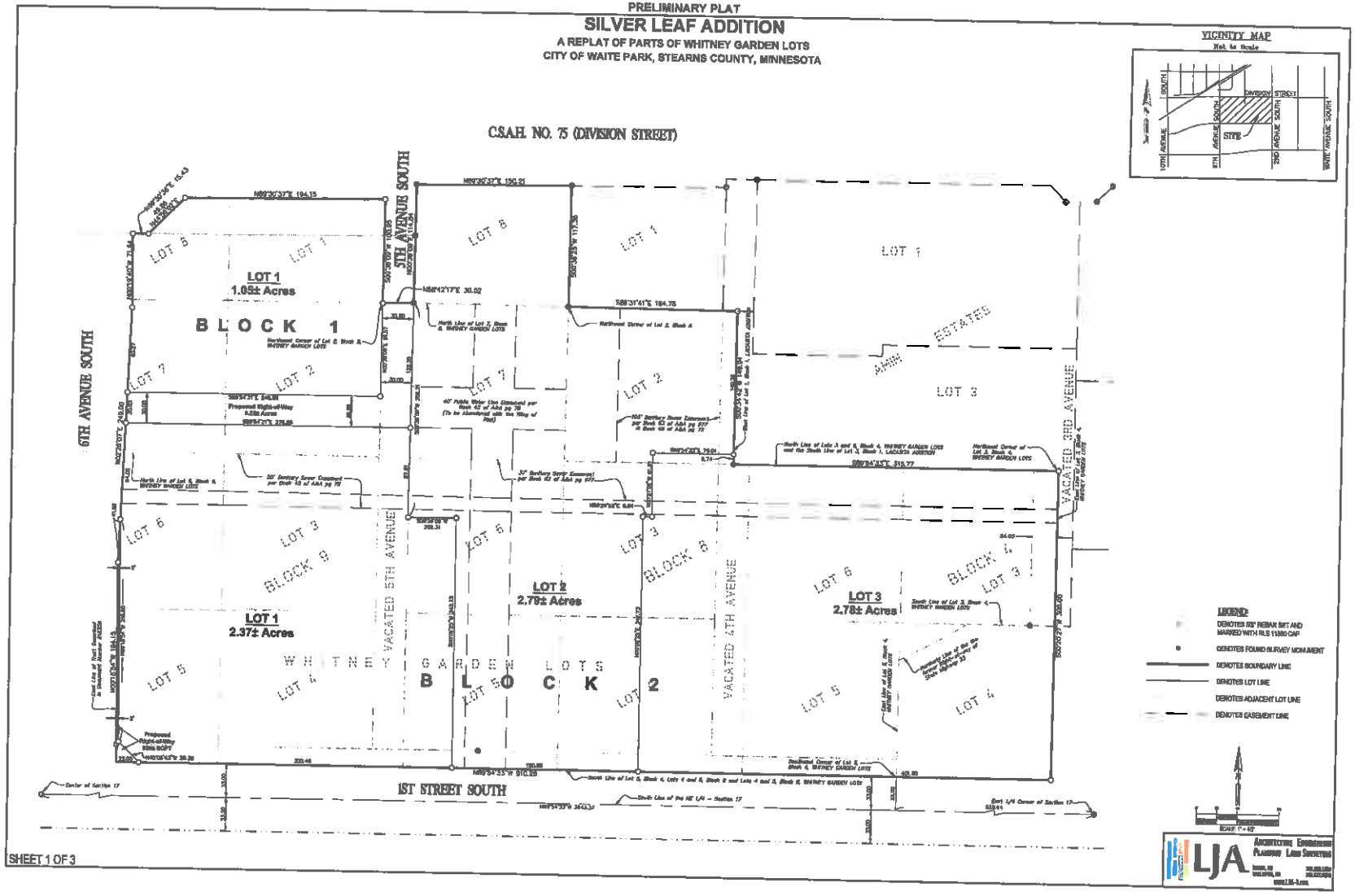
PRELIMINARY LANDSCAPE PLAN

L-1

PRELIMINARY PLAT

SILVER LEAF ADDITION

A REPLAT OF PARTS OF WHITNEY GARDEN LOTS
CITY OF WAITE PARK, STEARNS COUNTY, MINNESOTA

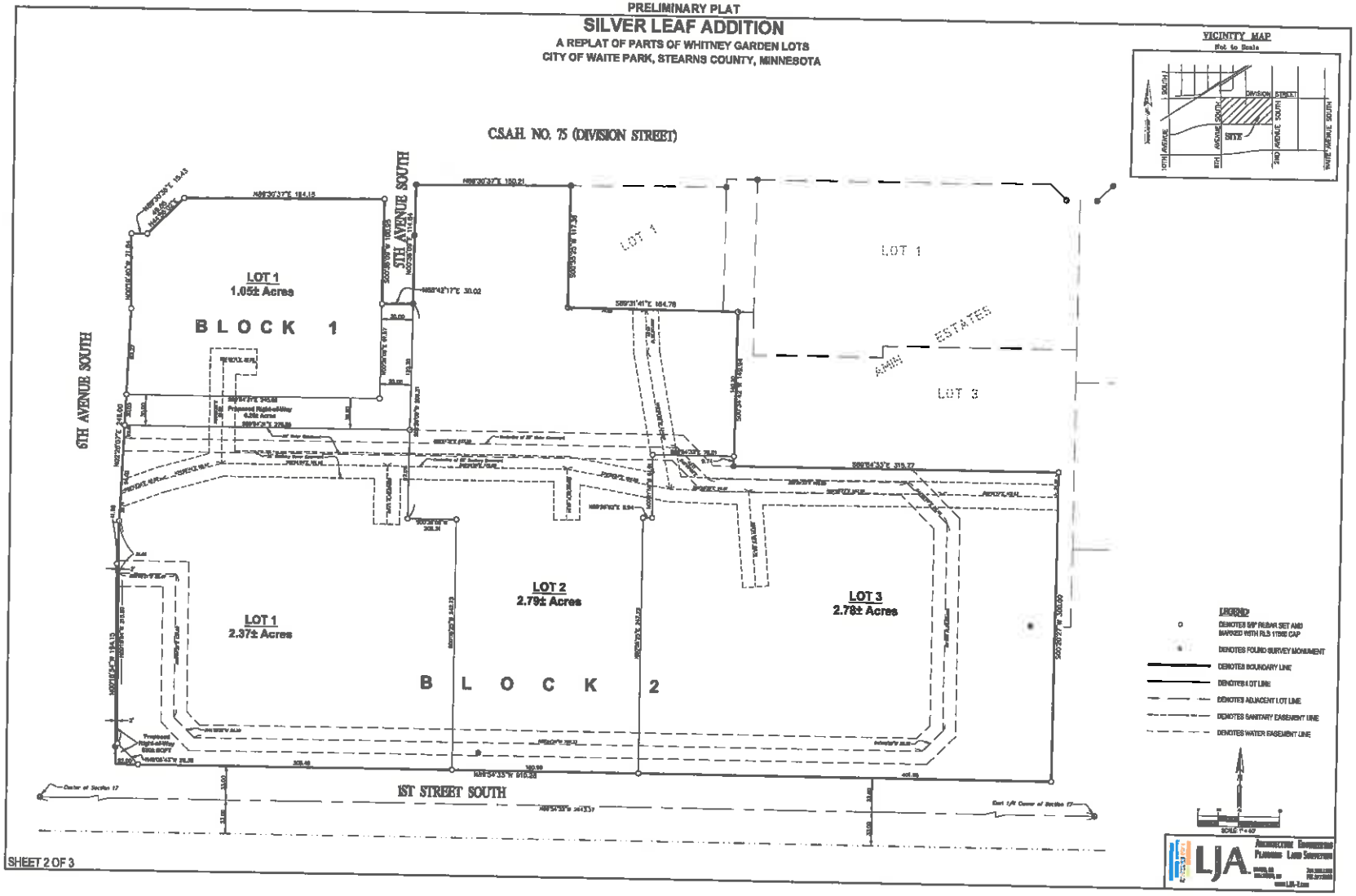


SHEET 1 OF 3

PRELIMINARY PLAT

SILVER LEAF ADDITION

A REPLAT OF PARTS OF WHITNEY GARDEN LOTS
CITY OF WAITE PARK, STEARNS COUNTY, MINNESOTA



SHEET 2 OF 3

PRELIMINARY PLAT

SILVER LEAF ADDITION

A REPLAT OF PARTS OF WHITNEY GARDEN LOTS
CITY OF WAITE PARK, STEARNS COUNTY, MINNESOTA

OWNERS CERTIFICATE

KNOW ALL MEN BY THESE PRESENTS: That Dan Evenson, President of the Silverleaf Group, is the owner and proprietor of a certain tract of land located in the Northeast Quarter of Section 17, Township 124 North, Range 28, City of Waite Park, County of Stearns, State of Minnesota, described as follows:

LEGAL DESCRIPTION: (SEE FINDING OF FACT, CONCLUSIONS OF LAW AND ORDER FOR JUDGEMENT) DOCUMENT NO. 1172672 and 1120252
Those parts of Lots 3, 4, 5 and 6, Block 4, Lots 2,3,4,5,6 and 7, Block 6 and Lots 2,3,4,5 and 6, Block 8, together with part of vacated 4th Avenue, and part of vacated 5th Avenue, Whitney Garden Lots, according to the recorded plat thereof on file and of record in the Office of the County Recorder, Stearns County Minnesota, described as follows:

Beginning at the Northwest Corner of said Lot 2, Block 8; thence south 88 degrees 32 minutes 16 seconds East, on an assumed bearing along the north line of said Lot 2, Block 8, a distance of 155.08 feet, to a point on the west line of Lot 1, Block 1, Lacasita Addition, a duly recorded plat thereof on file and of record in the office of the County Recorder, Stearns County, Minnesota; thence South 00 degrees 38 minutes 28 seconds West, along the west line of Lots 1 and 2, Block 1, Lacasita Addition, a distance of 150.00 feet, to the Southwest Corner of said Lot 2, Block 1, Lacasita Addition; thence South 88 degrees 54 minutes 55 seconds East, along the easterly extension of the north line of Lots 3 and 8, Block 4, Whitney Garden Lots, and the south line of Lot 2, Block 1, Lacasita Addition, a distance of 291.85 feet, to a point, distant 24.00 feet west of the Northeast Corner of Lot 3, Block 4, Whitney Garden Lots; thence South 00 degrees 25 minutes 29 seconds West, parallel with the east line of said Lot 3, Block 4, Whitney Garden Lots, a distance of 150.00 feet, to the south line of said Lot 3, Block 4, Whitney Garden Lots, being marked by a one-half inch iron monument, capped L.S. Number 12584; thence South 88 degrees 54 minutes 47 seconds West, along the South line of said Lot 3, Block 4, Whitney Garden Lots, a distance of 80.62 feet, to the northerly right-of-way line of State Trunk Highway 23, said point being marked by a one-half inch iron monument, capped L.S. Number 10481; thence 75.48 feet southwesterly, along a non-tangential curve, concave to the northwest, having a central angle of 4 degrees 46 minutes 48 seconds and a radius of 904.93 feet, the chord of said curve bears South 62 degrees 58 minutes 33 seconds West, to the east line of Lot 5, Block 4, Whitney Garden Lots, being marked by a one-half inch iron monument, capped L.S. Number 10481; thence South 00 degrees 28 minutes 04 seconds West, not tangent to said curve, along said east line of Lot 5, Block 4, Whitney Garden Lots, a distance of 113.11 feet, to the Southeast Corner of said Lot 5, Block 4, being marked by a one-half inch iron monument capped L.S. Number 14081; thence North 88 degrees 54 minutes 31 seconds West, along the south lines of Lot 5, Block 4, Lots 4 and 5, Block 6, and Lots 4 and 5, Block 8, Whitney Garden Lots, a distance of 759.75 feet, to east line of a tract of land as described in Warranty Deed, Document Number 816358; thence North 00 degrees 16 minutes 54 seconds West, along said east line of the a tract of land as described in Warranty Deed, Document Number 816358 a distance of 194.15 feet; thence North 82 degrees 26 minutes 07 seconds East, along said east line of the tract of land as described in Warranty Deed, Document Number 816358, a distance of 167.38 feet, to the north line of Lot 6, Block 8, Whitney Garden Lots, said point being marked by a one-half inch iron monument, capped L.S. Number 10481; thence South 88 degrees 57 minutes 31 seconds East, along the north line of said Lot 6, Block 8 Whitney Garden Lots, a distance of 66.83, to the Northeast Corner of said Lot 6, Block 8; thence North 00 degrees 28 minutes 15 seconds East, along the west line of Lot 2, Block 8, Whitney Garden Lots, a distance of 149.78 feet, to the Northeast Corner of said Lot 2 marked by a one-half inch iron monument; thence South 88 degrees 88 minutes 22 seconds East, along the north line of said Lot 2, Block 8, a distance of 152.18 feet, to the Northeast Corner of said Lot 2, marked by a one-half inch iron monument; thence North 88 degrees 42 minutes 14 seconds East, a distance of 30.00 feet, to the Northwest Corner Lot 7, Block 8, Whitney Garden Lots, marked by a one-half inch iron monument; thence South 88 degrees 32 minutes 16 seconds East, along the north line of Lots 2 and 7, of said Block 8, a distance of 156.08 feet to the point of beginning.

QUIT CLAIM DEED DOCUMENT NO 1238249
That part of Lot 7, Block 8, Whitney Garden Lots, according to the recorded plat thereof, on file and of record in the Office of the County Recorder, Stearns County, Minnesota, describe as follows:
Beginning at the Southeast Corner of said Lot 7, Block 8, thence North 00 degrees 28 minutes 15 seconds East, on an assumed bearing, along the east line of said Lot 7, Block 8, a distance of 3.20 feet; thence South 67 degrees 58 minutes 58 seconds West, a distance of 4.18 feet; thence South 01 degrees 41 minutes 10 seconds East, a distance of 3.85 feet, to the south line of said Lot 7, Block 8; thence North 88 degrees 57 minutes 31 seconds East, along the south line of said Lot 7, a distance of 4.08 feet; more or less to the point of beginning.

PROPOSED DESCRIPTION: (Subject to change pending final purchase)

That part of Lot 8, Block 8, WHITNEY GARDEN LOTS, according to the recorded plat thereof, on file and of record in the Office the County Recorder, Stearns County, Minnesota, lying southerly of the southerly right-of-way line of C.A.S.H. No. 75 (a.k.a Division Street).

PROPOSED DESCRIPTION: (Subject to change pending final purchase)

Lot 4, Block 4, WHITNEY GARDEN LOTS, according to the recorded plat thereof, on file and of record in the Office the County Recorder, Stearns County, Minnesota.

PROPOSED DESCRIPTION: (Subject to change pending final purchase)

That part of Lot 2, Block 1, AMM ESTATES, according to the recorded plat thereof, on file and of record in the office of the County Recorder, Stearns County, Minnesota, described as follows:

> The easterly 24.00 feet of Lot 3, Block 4, WHITNEY GARDEN LOTS, according to the recorded plat thereof, on file and of record in the office of the County Recorder, Stearns County, Minnesota, as shown on LACASITA ADDITION, according to the recorded plat thereof, on file and of record in the office of the County Recorder, Stearns County, Minnesota.

Said tracts contain 8.24 Acres, more or less, subject to rights of way and easements of sight or record.

Said owner has caused the above described tract of land to be surveyed and platted as SILVER LEAF ADDITION, in the City of Waite Park, Minnesota. Said plat contains Two Blocks and Four Lots. Streets, alleys and other public areas shown on this plat and not heretofore dedicated to public use are hereby so dedicated. Easements for installation and maintenance of utilities and drainage facilities are reserved over, under and along the designated areas marked "utility easements".

Dan Evenson, President
Silverleaf Group, LLC.

STATE OF MINNESOTA
} ss.
COUNTY OF CLAY

On this ________ day of __________________, 2015 before a notary with and for said County, personally appeared Dan Evenson, President of Silverleaf Group, LLC. to me known to be the person described in and who executed the same as a free act and deed.

Notary Public, Clay County, Minnesota
My commission expires:__________________

SURVEYORS CERTIFICATE AND ACKNOWLEDGEMENT

I, Rodney W. Boyer, a Licensed Land Surveyor under the laws of the State of Minnesota, do hereby certify that I have supervised the survey and preparation of this plat of SILVER LEAF ADDITION to the City of Waite Park, Stearns County, Minnesota; that said plat is a true and correct representation of the survey thereof; that all distances are correctly shown on said plat; that monuments for the guidance of future surveys are, installed correctly in the ground as shown; that the outside boundary lines are correctly designated on said plat; and that there are no wetlands upon the platted property.

Dated this ________ day of ______________, 2015.

Rodney W. Boyer, Licensed Land Surveyor
Minnesota License No. 11580

STATE OF NORTH DAKOTA
} ss.
COUNTY OF CASS

On this ________ day of __________________, 2015 before a notary with and for said County, personally appeared Rodney W. Boyer to me known to be the person described in and who executed the same as a free act and deed.

Notary Public, Cass County, North Dakota
My commission expires ______________

WAITE PARK PLANNING COMMISSION

This plat of SILVER LEAF ADDITION was approved by the Planning Commission of the City of Waite Park, Minnesota, at a regular meeting thereof, on the ________ day of ______________, 2015.

Chairperson
City of Waite Park, Minnesota

WAITE PARK CITY COUNCIL

This plat of SILVER LEAF ADDITION was approved by the City Council of the City of Waite Park, Minnesota, at a regular meeting thereof, on the ________ day of ______________, 2015.

Mayor
City of Waite Park, Minnesota

Administrator / Clerk / Treasurer
City of Waite Park, Minnesota

SURVEYORS NOTE

1. TRI COUNTY MOBILE HOME PARK LLC is the current owner and proprietor of that property as shown on this Preliminary Plat except the following Lots

   Lot 4, Block 4, WHITNEY GARDEN LOTS – AMM LIMITED PARTNERSHIP

   Lot 8, Block 8, WHITNEY GARDEN LOTS – THOMSONS BUILDERS

STEARNS COUNTY SURVEYOR

I hereby certify that this plat has been examined and recommended for approval this ________ day of ______________, 2015.

Stearns County Surveyor
Minnesota License Number:

STEARNS COUNTY AUDITOR / TREASURER

I hereby certify that the taxes payable in the year 20___, and years prior to the year 20___ on the land herein described are paid, and transfer entered this ________ day of ______________, 2015.

Stearns County Auditor / Treasurer

Deputy Auditor / Treasurer

STEARNS COUNTY RECORDER

I hereby certify that this instrument was filed for record in the Office of the County Recorder in and for Stearns County, Minnesota on this ________ day of ______________, 2015, at _______o'clock___M. as Document No. __________, in Plat Cabinet _____ No._____ .

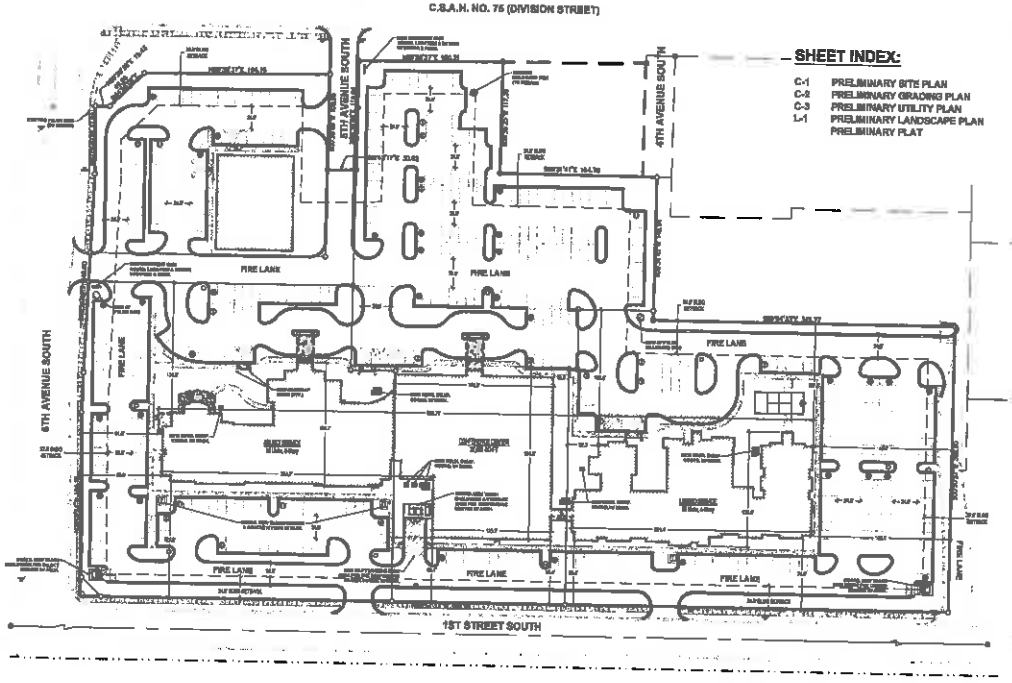
Stearns County Recorder

Deputy Recorder

LJA
ARCHITECTURE ENGINEERING
PLANNING LAND SURVEYING

SHEET 3 OF 3

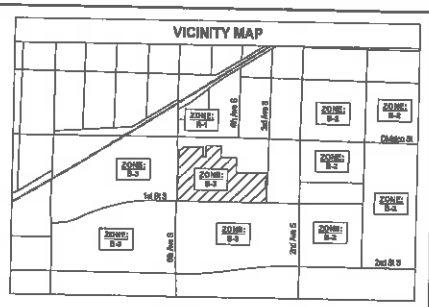
SILVER LEAF ADDITION
PRELIMINARY EXHIBIT
PLANNED UNIT DEVELOPMENT
WAITE PARK, MN



SHEET INDEX:

C-1 PRELIMINARY SITE PLAN
C-2 PRELIMINARY GRADING PLAN
C-3 PRELIMINARY UTILITY PLAN
L-1 PRELIMINARY LANDSCAPE PLAN
PRELIMINARY PLAT

VICINITY MAP



PROPERTY INFORMATION

WAITE PARK - SELECT SERVICE HOTEL, LIMITED SERVICE HOTEL, AND CONFERENCE CENTER.

ZONING:

B-3: 2ND STREET SOUTH COMMERCIAL

MINIMUM BUILDING SETBACKS:

FRONT: 30-FT MINIMUM (ADD 4-FT FOR BUILDINGS EXCEEDING 40-FT IN HEIGHT AND ADD 0.25-FT FOR EVERY FOOT ABOVE 40-FT)
= 34-FT

SIDE: 10-FT MINIMUM (ADD 4-FT FOR BUILDINGS EXCEEDING 40-FT IN HEIGHT AND ADD 0.25-FT FOR EVERY FOOT ABOVE 40-FT & ADD 13.5-FT FOR BUILDINGS EXCEEDING 30-FT IN HEIGHT AND ADD 1-FT FOR EVERY FOOT ABOVE 30-FT)
= 27.5-FT

REAR: 20-FT MINIMUM (ADD 4-FT FOR BUILDINGS EXCEEDING 40-FT IN HEIGHT AND ADD 0.25-FT FOR EVERY FOOT ABOVE 40-FT)
= 24-FT

MAXIMUM BUILDING HEIGHT:

40' PLUS 0.25' FEET OF SETBACK ON SIDE AND REAR YARD FOR EACH FOOT OVER 40' OF HEIGHT.

SITE STATISTICS:

TOTAL AREA: 9.24 ACRES (402,583 SQ-FT)
LIMITED SERVICE= 20,887 SQ-FT
SELECT SERVICE= 21,885 SQ-FT
CONFERENCE CENTER= 27,464 SQ-FT

TOTAL BUILDING AREA= 69,726 SQ-FT

IMPERVIOUS AREA= 311,501 SQ-FT (77.4%)
PERVIOUS AREA= 90,982 SQ-FT (22.6%)

HOTEL	BLOCK 2 LOT 6	PARKING REQUIRED:	PARKING PROVIDED:	CROSS EASEMENT REQ'D
SELECT SERVICE	1	109	130	+ 21 (EXCESS)
CONFERENCE CENTER	2	218	171	- 47 (SHORT)
LIMITED SERVICE	3	103	135	+ 32 (EXCESS)

GOPHER STATE ONE CALL
CALL BEFORE YOU DIG
GREATER MINNESOTA
1-800-252-1166

N

Scale 1"=30'

PREPARATION DATE: 3/19/2015

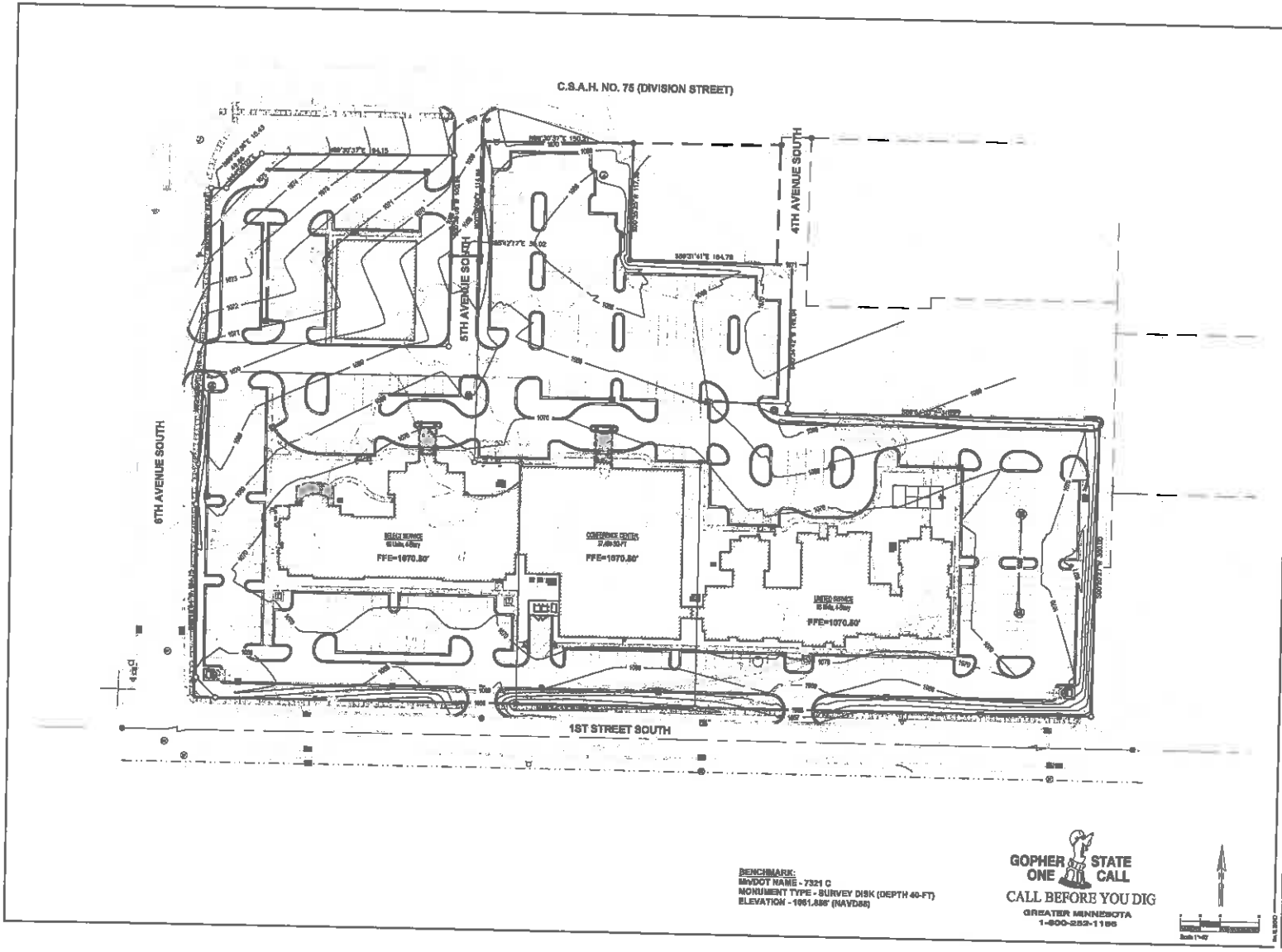
LJA
Architecture Engineering Planning Land Surveying

HOTEL / CONFERENCE CENTER
WAITE PARK, MN

LJA JOB # 1147
PROJ. DATE 03/19/15
REVISED HW_2
DWG. SCALE 1"=30'
CHECKED BY
DRAWN BY

SHEET DESCRIPTION
PRELIMINARY SITE PLAN

C-1



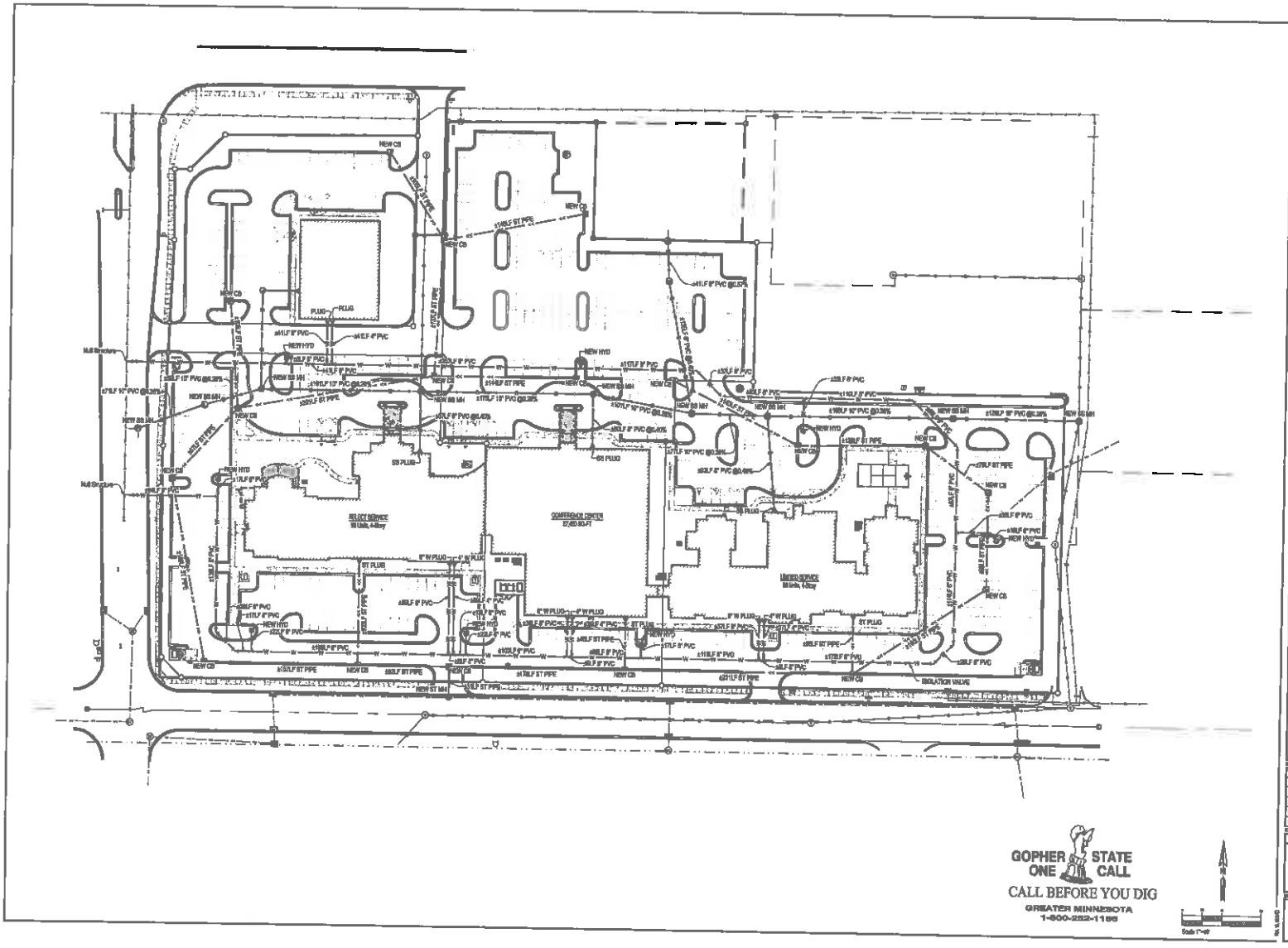
LJA
ARCHITECTURE ENGINEERING PLANNING LAND SURVEYING

HOTEL / CONFERENCE CENTER

WAITE PARK, MN

PRELIMINARY GRADING PLAN

C-2



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HOTEL / CONFERENCE CENTER

WAITE PARK, MN

PRELIMINARY UTILITIES PLAN

C-3