

## PLANNING COMMISSION MEETING FOR THE CITY OF WAITE PARK

The Waite Park Planning Commission met on Tuesday, March 24, 2015 at 6:30 pm.

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

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

**Others Present:** Shaunna Johnson, Administrator, Sheila Mockros, Secretary, City Engineer, Terry Wotzka, Jonathan Noerenberg, Planning and Community Development Director and those on the attendance sheet.

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

Since the Commissioners had not had a meeting in 2015, they needed to appoint a Chair and Assistant Chair. Commissioner Zabinski made a motion to appoint Tim Jansky as chair which was seconded by Commissioner Blair. Motion carried

Commissioner Blair made a motion to appoint Commissioner Hermanutz as Assistant Chair which was seconded by Commissioner Schmitt. Motion carried.

Commissioner Hermanutz made a motion to approve the minutes of October 14, 2014 with corrections, which was seconded by Commissioner Blair. Motion carried. 4/0 with Commissioner Schmitt abstaining as he was not present at the meeting.

**Public Hearing:** Division and 6<sup>th</sup> Avenue South Hotel and Conference Center Development Preliminary and Final Plat

An application has been received from the Silver Leaf Group, LLC for subdivision and Planned Unit Development of the properties located at the corner of Division Street and 6<sup>th</sup> Avenue South. The properties of the former Salvation Army site, the former Radiator Shop, and the Tri-County Mobile Home Park as well as an additional lot located on 1<sup>st</sup> Street South are included in the development. The current zoning of the site is B-3 Second Street South Corridor.

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 6<sup>th</sup> Avenue is proposed for a retail site. The remaining 3 lots in Block 2 are proposed for two hotels and a conference center.

The Public Hearing Notice was read by Chair Jansky and the Public Hearing was opened at 7:09 p.m.

City Engineer Wotzka stated that easements will be dedicated for final design. 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 1<sup>st</sup>.

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Lois Zabetti, 50 6<sup>th</sup> Avenue South, Lot 33- Ms. Zabetti questioned why the property needs to be turned into motels . She stated that no one knows what is going on and what the time table will be for closing the park.

Kirk Dickison, 634 Pinewood Court - Mr. Dickison stated that the mobile home park was built in 1965 and was later sold to Mr. Lechner as an investment. Mr. Dickison states that there is a need for motels in the area as many times all motels are full. He sees no problem with the property changing uses. Mr. Dickison stated that some years ago some of the mobile home park was sold and that 18 homes were moved out when LaCasita Restaurant bought the property. The property has been for sale for many years.

Mitchel Wenning, 50 6<sup>th</sup> Avenue South Lot 51 Mr. Wenning stated that he grew up in the park and has since bought the home from his parents. He stated that Mr. Lechner will not talk to them and they have not gotten any information as to what is going on and what the time frame to move might be. He stated that these have been people's homes for years with lots of memories and joys.

Don Evenson stated that they do understand the concern of those living in the mobile home park but since the property has not closed yet and that there is just a purchase agreement they cannot speak to the timing of the closing of the park. He said that there are three separate owners who Silver Leaf has purchase agreements with. He stated that the Waite Park area is growing and that there is a need for a conference center and motels. He said that this development will allow for addition future growth.

Larry Woinarowic - 50 6<sup>th</sup> Ave South #10 said that he has just bought his mobile home and now is hearing that the park is closing. He said he has not received any information from the property owner as to the timeline.

Motion by Commissioner Member Schmitt to close the public hearing. Seconded by Commissioner Member Hermanutz. Motion carried 5/0.

Public hearing on the platting process closed at 7:32 p.m.

### **SUGGESTED MOTION:**

Commissioner Zabinski moved to recommend to the City Council to approve the preliminary and final plat to be known as Silver Leaf Addition on the condition of approval of Stearns County and Sauk River Watershed District, the parkland dedication fees being determined by the Park Board and City Council, any other necessary easement in order to finalize the design of the project, TIF financing in place and a Development Agreement being approved by the City Council.

Commissioner Hermanutz seconded the motion. Motion approved 5/0.

**Public Hearing: Division Street and 6<sup>th</sup> Avenue South - PUD Overlay District Modification**

Silver Leaf Group LLC is requesting approval of a Planned Unit Development for two hotels and a conference center to be constructed on Lots 1, 2, and 3 of Block 2 in the Silver Leaf Addition. There will be 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 constructed 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.

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 6<sup>th</sup> 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.

Public Hearing was re-opened at 7:09 PM to discuss the Planned Unit Development.

Mr. Evenson stated that they are still working with the name of the hotels but is requesting that a sign which would be placed off of Division Street be allowed to be higher than the 20 foot maximum. Since the building will be 4 stories high the sign will fit in well and is critical for marketing. There currently is a billboard sign on one of the properties and they will be requesting that it could be used as a rolling digital sign.

All of the setbacks and lot size requirements have been met.

There was some discussion regarding having adequate parking on the property and the plan is to have some cross easement parking with area property owners and some of the agreements are already in place.

Rick Brix who is employed at the Grocery Clearance spoke questioning the time of the project. Mr. Evenson responded that they do not know about the timing since it depends on getting all the approvals and then being able to close on the property.

Attorney Hansmeier stated that the property owners will need to meet all state laws in proceeding with the redevelopment of the property.

Commissioner Zabinski questioned the Parkland Dedication Fees and Administrator Johnson said that the Park Board will review and make a recommendation to the City Council. Mr. Zabinski also questioned how the TIF works. Administrator Johnson stated the money can be used for getting the property ready for construction, assisting in relocating mobile home

residents, legal fees, demo of current utilities... It cannot be used for any above ground costs. The TIF is a pay as you go so the money would be paid out a year at a time.

There was a question as to why the corner lot was not being included in the PUD and it is because that lot will be owned by Silver Leaf for future development and has been platted separately from the property for construction of the hotels and conference center.

Councilmember Schmitt moved to close Public Hearing. Councilmember Hermanutz seconded the motion. Motion carried 5/0.

Public Hearing closed at 7:32 PM.

Administrator Johnson read the following Findings of Facts for the Commissioners to review:

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.

Commissioner Blair, based on the Findings of Facts, moved to recommend to the City Council to approve the Preliminary and Final Planned Unit Development and the Development Plan for Silver Leaf Development.

Following are the recommended conditions being recommended to become part of the PUD Modification which include that the City receives a copy of parking cross easement with other properties for parking.

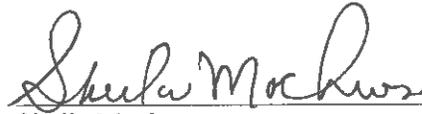
Commissioner Hermanuz seconded the motion. Motion carried 5/0.

Administrator Johnson gave the Building Department Update. She stated that the city has contracted with Jeff and Jim Howe to provide building inspection services.

Administrator Johnson introduced Jon Noerenberg the City's new Community Development Director.

Commissioner Schmitt made a motion to adjourn which was seconded by Commissioner Hermanutz. The motion carried and the meeting was adjourned at 8:01 p.m.

  
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Tim Jansky, Chair

  
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Sheila Mockros,  
Building/Planning Assistant

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