



**PLANNING COMMISSION MEETING
ISD 742 ADMINISTRATIVE OFFICES
1201 2ND ST S, DOOR 5 (EAST SIDE OF BUILDING)
MONDAY, FEBRUARY 9, 2026
6:30 PM**

1. Pledge of Allegiance
2. Roll Call
3. Review and Approve Agenda for Monday, February 9, 2026 Meeting
4. Review and Approve 2/11/2025 Planning Commission Minutes
5. Review and Approve 4/15/2025 Planning Commission Minutes
6. Review and Approve 10/13/2025 Planning Commission Minutes
7. Review and Approve 11/10/2025 Planning Commission Minutes
8. Variance – Virginia Schreifels
9. Preliminary and Final Plat – Zabinski Acres Plat 3

ADJOURN

NOTICE OF PUBLIC HEARING

The Waite Park Planning Commission will hold a public hearing at ISD 742 Administrative Offices, 1201 2nd St S, Door 5, at 6:30 pm or soon thereafter on Monday, February 9, 2026 to hear the following requests:

** Request of Virginia A. Schreifels Revocable Trust variance from Waite Park Ordinance Section 52.11, Subd. 6 to reduce minimum lot area in an A-1, Agricultural/Rural Residential property from ten (10) acres to two (2) acres for purpose of establishing a new parcel. The property is legally described as follows: 56.67 A. S2SE4 SE OF R SEC 22 & NW4NW4 W OF RD LESS CEMETARY & LESS 1.22 A. LESS .31 A. FOR HWY SECTION 26 TOWNSHIP 124 RANGE 029, ALL IN CITY OF WAITE PARK, STEARNS COUNTY, MINNESOTA.

**Request of Robert W. Zabinski 2003 Revocable Trust for review of preliminary and final plat of Zabinski Acres Plat 3. The property is legally described as The South Half of the Northwest Quarter of the Southwest Quarter (S1/2 NW1/4 SW1/4) of Section 31, Township 124 North, Range 28 West, Stearns County, Minnesota.

Jon Noerenberg, AICP
Planning and Community Development Director

PLANNING COMMISSION MEETING FOR THE CITY OF WAITE PARK

The Waite Park Planning Commission met in regular session on Tuesday, February 11th, 2025, at 6:30pm at Waite Park City Hall. The meeting was called to order by Chair Jansky beginning with the Pledge of Allegiance.

Planning Commission Members Present

Chair Tim Jansky, Commissioners Bob Zabinski, Bob Kjer and Don Blonigen

Planning Commission Members Absent

Chris Shorba

Others Present

Jon Noerenberg, Planning & Community Development Director

Others on sign-in sheet.

Approval of the Agenda

Commissioner Blonigen moved to approve the agenda as presented, seconded by Commissioner Zabinski. Passed with all present.

Review and Approve Minutes, December 10th, 2024, Planning Commission Meeting

Commissioner Blonigen moved to approve the minutes, seconded by Commissioner Zabinski. Passed with all present.

Issue: Zoning Ordinance Amendments – B-3, Second Street South Corridor Commercial Zoning District – Cannabis Sales

Chairman Jansky read aloud the public hearing notice. The public hearing opened at 6:32pm.

This request is being initiated by City staff regarding minor amendment to recent zoning ordinance updates to accommodate the State of MN legalization of cannabis and related businesses.

Staff and City Council intent was for retail sales to be permissible in all major commercial zoning districts (B-1, B-2, and B-3). However, the recently adopted ordinance inadvertently omitted retail sales component in the B-3 district. The proposed minor updates/additions below (additions in underline) would remedy the issue and align the uses with the other commercial zoning districts. Staff has made City Council aware of the inadvertent omission during previous work session, and they have directed staff to proceed with the correction.

Proposed updates as below:

SECTION 5. That Waite Park City Code Article V, Zoning, Land Use and Building Regulations, Ordinance 52, Zoning Code, Section 52.28 B-3 Second Street South Corridor, Subdivision 2 Permitted Uses be amended, as follows (deletions are in strikethrough; additions are underlined; sections which are not proposed to be amended are omitted; sections which are only proposed to be re-numbered are only set forth below as their number and title):

D. Cannabis delivery businesses.

E. Cannabis events, subject to city permitting for temporary cannabis events.

- F. Cannabis Retail.
- G. On-site consumption at a state-licensed cannabis microbusiness.
- H. Lower-potency hemp edible retail and manufacturing, including on-site consumption.
- ~~I. Cannabis events, subject to city permitting for temporary cannabis events.~~

Commissioner Zabinski asked is there a reason why “E” and “I” are both in the text?

Planning and Community Development Director Jon Noerenberg stated “I” can be stricken as it was a duplicate. Strikethrough noted in minutes.

Motion by Commission Zabinski to close the public hearing, seconded by Commission Blonigen. Passed with all present. Public hearing closed at 6:38pm.

Motion by Commissioner Blonigen to accept the changes as underlined with the intent also to strike “I”. Seconded by Commissioner Kjer. Passed with all present.

Planning and Community Development Director Jon Noerenberg had a staff update that an email was sent out to everyone as we are rolling out the two-factor authentication for city email addresses. If you have not done so yet, you will need to soon. We are trying to get away from the delivery of the packets and eventually just going to all email notifications.

Mayor Schmitt wanted to take the opportunity to thank them for all they do. You have a commitment to this community and the Council appreciates the recommendations that come out of this committee. I just wanted to say thank you.

Commissioner Zabinski moved to adjourn the meeting, seconded by Commissioner Kjer. Motion passed with all present. Meeting adjourned at 6:39pm.

Tim Jansky, Chair

Jon Noerenberg, Planning & Community
Development Director

PLANNING COMMISSION MEETING FOR THE CITY OF WAITE PARK

The Waite Park Planning Commission met in regular session on Tuesday, April 15th, 2025, at 6:30PM at Waite Park City Hall. The meeting was called to order by Chair Jansky beginning with the Pledge of Allegiance.

Planning Commission Members Present

Chair Tim Jansky, Commissioners Bob Zabinski, Bob Kjer, Chris Shorba and Don Blonigen

Planning Commission Members Absent

None

Others Present

Jon Noerenberg, Planning & Community Development Director
Others on sign-in sheet.

Approval of the Agenda

Commissioner Zabinski moved to approve the agenda as presented, seconded by Commissioner Blonigen. Passed with all present.

Review and Approve Minutes, February 11th 2025, Planning Commission Meeting

Chairman Jansky stated a correction on the approval and Schulz was updated to Blonigen. Commissioner Blonigen moved to approve the minutes, seconded by Commissioner Kjer. Passed with all present.

Variances – McMeredith Development (Heritage Point)

Chairman Jansky read aloud the public hearing notice. The public hearing opened at 6:34pm.

This request has been submitted by McMeredith Development for variance from Waite Park City Code Article V, Zoning, Land Use and Building Regulations, Ordinance 52, Zoning Code, Section 52.21 RM-24 Moderate/High Density Multiple Family Residential District Subd. 5E to increase maximum allowable building height from 3 stories or 40 feet to 55 feet, and from Waite Park City Code Article V, Zoning, Land Use and Building Regulations, Ordinance 52, Zoning Code, Section 42.42 Parking and Loading Requirements, Subd. 6C to reduce parking requirement. Public hearing opened at 6:33pm.

The request is being made to accommodate specific design and configuration of proposed senior oriented multifamily (apartment) development on current vacant portion of property owned by the applicant and to north of existing Heritage Point senior apartment facility.

The requests under review and consideration only regard the height and parking aspects of the development. The suitability of the project in general or the concept of an additional apartment building upon the property are not under consideration – the property is currently zoned appropriately for such development and was also previously platted. If the project was being brought forward without variance requests it would not necessitate public hearing nor special review/approval by Planning Commission and City Council. As such, review by staff and consideration by Planning Commission and City Council is limited to only the specifics of the variance requests.

The applicants have met previously with City staff in site review and consideration in bringing the requests forward. The site has natural features which limit the ability of the property to accommodate the development in the most appropriate fashion. The applicants have demonstrated that due to soil conditions (granite outcroppings and higher ground water levels) and wetland areas, the development is limited to a more confined footprint. In order to accommodate the parking, even with a reduction being requested via parking requirement variance, parking would be on ground floor for indoor portion, which would necessitate additional story of development and thus exceed the standard 3-story or 40-foot (whichever is less) height standard for the applicable RM-24 multifamily district.

The owner/applicants are coordinating with other applicable agencies regarding wetland aspects of the project.

The attached site plan was prepared for the applicant and is submitted for consideration as it depicts the proposed building envelope and parking layout. If approved the requested variances will allow for the more "condensed" building envelope as depicted, although the final building layout and configuration may change slightly.

The requested variance for height would allow a maximum overall height of 55 feet for the structure, vs. the 3-story/40-foot district standard. The applicants have advised that they would intend to construct the building to the minimum height possible beyond the standard and to utilize as low-profile roof as is feasible for typical pitched roof.

For the parking reduction, the applicants are requesting a parking allotment based on 1.75 stalls per unit. The standard parking requirement for multi-unit housing in the applicable RM-24 district is 2.5 stalls per dwelling unit. With the proposed 66 units, the standard requirement would be 165 parking stalls and the requested total parking demand would be for 115 stalls.

As senior-oriented housing, the applicants have advised that there is a mix of one and two-bedroom units and that many of the residents either typically have one vehicle per unit or do not drive, thus having a much lesser than usual parking demand than similar units marketed toward working-age adults or families. Staff review of the other typical parking demand and abundance of open parking stalls for their two existing similar facilities in the community confirms this aspect.

A parking allowance of 1.75 stalls per unit would both be satisfactory for the intended use of the project as senior-oriented apartments, as well as be sufficient for any long-term change in use of the property to standard multi-family housing should that ever occur.

The parking layout has been designed to utilize the buildable area while minimizing impacts to existing adjacent residences and also to work around the existing pond that will be utilized to meet stormwater management requirements.

It is possible that minor reconfiguration of the site and parking layout may occur before construction ultimately occurs, but overall height and parking limitations would apply if variance requests are approved.

Staff believes that the applicant has demonstrated practical difficulties for this application in that the difficulties and hardship is not self-caused and is rather a feature of the natural environment of the

property, and that they have done everything possible in their design to minimize impacts on neighboring properties and need for variances while still retaining a buildable area for the development. Staff is supportive of the variance requests.

Staff recommends approval of variance from Waite Park City Code Article V, Zoning, Land Use and Building Regulations, Ordinance 52, Zoning Code, Section 52.21 RM-24 Moderate/High Density Multiple Family Residential District Subd. 5E to increase maximum allowable building height from 3 stories or 40 feet to 55 feet.

Staff recommends approval of variance from Waite Park City Code Article V, Zoning, Land Use and Building Regulations, Ordinance 52, Zoning Code, Section 42.42 Parking and Loading Requirements, Subd. 6C to reduce parking requirement from 2.5 stalls per unit to 1.75 stalls per unit.

Ms. Jean Dockendorf (1209 2nd Ave S) My husband and I are owners of the 4- acre property named Arrow Rock that borders the Heritage Park property to the west and north. I have owned this property since 1987, several years before the existing Willow Park apartments were constructed. Arrow Wood is a managed woodland with a stewardship plan on file with the DNR. We have a private road easement from 2nd Ave S back to our property which is labeled private drive on the map. I appreciate the opportunity to comment on the developers' request to increase the maximum allowable building height from 40-feet to 55-feet. While I understand that the property is zoned for multifamily development and that there is a similar building to the South, I strongly oppose granting this variance for the following reasons. First, the primary justification for the request is that the site has unsuitable soil conditions for the underground parking. This location is just not a good fit for a development of this scale. Although dry now, this is primarily a wetland and if a project cannot meet the zoning codes height and parking standards due to site limitations, it's a good indication that they're trying to put too big a development in too small a space and that the project should be scaled back rather than asking the city to grant a variance on these longstanding projections. Second, there are a number of storm water drainage concerns already cited by the developer and others. On the map, the red circle placed over the existing stream and previously the city's engineering firm had indicated that this stream drains some 1,500 acres to the south with a mere one foot of slope across the entire property. It goes into a culvert under our driveway and into the big swamp behind Sunwood Park. This area is mostly wetland and swamp that is also important environmentally. During my meetings establishing the woodland plan meeting with the DNR they really stressed this. I can show you photos where as recently as May 13, 2022 where we had heavy rainfall, much of the map in the red circle area flooded and into my road labeled "out lot A" which had never happened before. The stream drains not only my property but the Libismeier Farm and other properties to the south and that stream needs to be protected. Increasing the building height and pavement will reduce the permeable surfaces and increase runoff and strain on this small stream. Third, the developer is not only asking for increased height but also for reduced parking requirements. The additional height obviously means more units, residents and vehicles and there are really no other spillover parking areas other than our private driveway should they need as there is no street parking in that area. Fourth, increasing the building height from 40-feet to 55-feet dramatically alters the scale and visual impact on the nearby property. Even with a similar building to the site, adding this building is setting a precedence for an oversized development in a space that is too small. All surrounding properties are either single family or four-plex. If this continues then we lose the cohesive livable character of our community. Fifth, this plan appears to make our current driveway, which is a private road, not plowed or maintained by the city, into the main entrance for this new apartment and that hasn't been addressed. Sixth, the site plan seems to indicate that a fence in trees with provide a visual berm between the four-plex and the new

apartment, but no such fencing is shown to protect my property from the view of this very large structure over the height limit. And finally, if the commission considers approving the height increase, I respectfully request that you also require a greater setback from my property line. A 55-foot structure has a much larger visual and privacy impact than the 40-foot one and is significantly more intrusive on neighbors. The parking lot should have a substantial setback from the existing stream. Thank you for your time and consideration and my request to deny this variance. I also want to point out on the other map, there is a mistake that says beyond the out lot up there at the very top right is says that's Quarry Park, it is not, that is my out-lot property.

Mr. Brian Bennett, wife Tanya Bennett (1100 Ashwood Ct), is concerned with the private drive which has not been talked about. I am very concerned about the amount of traffic that comes in there thinking that that is a road to another subdivision when it's actually your private drive. There are a number of kids that play in that backyard. My kids are older but the number of younger kids that play in that back yard, I'm concerned for their safety.

Ms. Gail Bias (426 Heritage Court) and my concern is what driveway will you be using for all of the heavy equipment? We just got our roads redone on Heritage Lane, Heritage Court and out to 2nd St S. I am afraid you'll be sending all of those trucks through there past us. I would hope that you would consider using the gravel road, and I don't mean to offend anyone by the private drive, I would hate to see our roads broken up because of the large units. Please, if you're going to approve this, please consider using the private drive.

Mr. Ken Lubitz (1305 Heritage Ln) I wanted to state that this has been a beautiful nature reserve and has made a great addition to the value of our homes and wildlife. A big concern is the drainage. With all this now going to be concrete, parking lot or roof, where is all of that water going to go? Our properties on Heritage Lane, are all by line of site, slightly lower than where the building will be and I'm concerned with the drainage. On the other map they show what appears to be shrubs that would be along my back yard, is it a fence and how many trees will be left? I would make a plea to keep as many trees as possible and have some type of dense shrubbery. I would like to put in a no vote to the variance. I was surprised to see that this was zoned for another big apartment building.

Ms. Tanya Bennett (1100 Ashwood Ct) I have a concern about the apartments that are senior living right now, what happens ten years down the road or so when this changes to multi-family housing and the parking is not enough for them to facilitate those extra cars? Where are all of the people going to park? Going from 2.5 to 1.75 parking stalls, where are they going to be?

Planning and Community Development Director Jon Noerenberg stated the parking calculations that we did in recommending dropping from 2.5 stalls to 1.75 stalls was partially based on the idea that as senior oriented living it is a majority of one-bedroom apartments. A one-bedroom apartment typically doesn't have the parking demand of a larger unit. Market rate apartments are from one to three bedrooms is more typical. Just the design dissuades families or people with young children. That doesn't mean they can't, but it would dissuade them typically.

Ms. Bennett asked where are all of those people going to park then if they do have two people in the apartment that park their car? There isn't going to be enough parking for everyone in those 66 units. I am firmly against this building.

Planning and Community Development Director Jon Noerenberg stated should it come to that, they could add spaces to the remaining space as well should they choose to.

Ms. Bennett stated it's already being crunched into a small space they are trying to put this building into and I am firmly against it.

Planning and Community Development Director Jon Noerenberg stated Ms. Bennett's objection was noted.

Mr. Jeffrey Swarthout (1265 Heritage Ln) from my perspective it is too small an area to do what they want to do, that is my main concern. We had talked to the homeowner of that property at one time, both my wife and I, we stood in that property and told him we heard a rumor that you were going to develop this area. His answer was no; it won't happen, and so now he is going back on his word. I am against this project.

Mr. Mark LaBuda (1106 Ashwood Court) who pays for damages that come through? Our lots are fairly small the way it is. Usually, your back yard is your sanctuary, you expect traffic in your front yard, but when you're talking 66 units, if it's a retirement home, they have more time to go back and forth. You're talking about probably 300 cars going back and forth. It's not just one trip a day, that's a lot of trips. The lots along there are shallow plus now you add a tar road there and there is a road on the front and back of you now with no buffer. If you tar that, you'll have to make that road wider for going in and out. And with the heavy equipment back and forth on that road, I don't want that in my back yard. I am totally against this. They are trying to develop this because it is cheap land, there has to be better land to develop in the area.

Ms. Jean Sarazine (1261 Heritage Ln) and my concerns follow in line with the increased traffic. Not only will there be more residents, but that type of facility has more staff and deliveries as well as medicals which increase traffic. Between the existing apartment and what is planned, will there be access in that, between the two? Will there be access from the existing apartment building to go directly to the new one without returning out to 2nd Avenue?

Planning and Community Development Director Jon Noerenberg stated he didn't know if that was the intent at this time but that the Applicant could share their intent for that. I don't believe there is a connection on the site plan for that.

Ms. Sarazine stated that could really impact their neighborhood which has already been impacted. When the first apartment building went in along Heritage Court, the traffic was much greater. If the other proposed access, which isn't sounding too great, they would probably be coming through our area again. The traffic and infrastructure is some of the concerns. Right now, my biggest concern is the amount of traffic and the type of traffic. I live near the pond and people come down to see the ducks and wildlife; I wouldn't want that to be interfered with. That would also be a new attraction for the apartment residents who would then come through the new access because it would be more direct.

Commissioner Zabinski asked Mr. Noerenberg if he knew the number of units in the existing apartment building.

Planning and Community Development Director Jon Noerenberg stated he didn't have that count, but Mr. McManus would.

Mr. Swarthout stated he had an additional question regarding property taxes and if this was going to increase them as they are already high enough. Can you say whether it will or won't?

Planning and Community Development Director Jon Noerenberg stated that he wasn't able to say if it would or won't as property taxes are typically more complex, but typically more development that's not having any subsidies associated with it is more likely to spread the load of property taxes and drive it down over time. There is a lot to property taxes besides one proposed project.

Mr. Swarthout thanked the Commission for letting them come and speak their opinion, but asked if this was a done deal or are they just wasting their time? Is there anybody that is for our point of view? That is what I would like to know.

Ms. Dockendorf asked the Commission what the next steps are. Will you be voting on this tonight and what happens next.

Chairman Jansky stated the Commission would make a recommendation and then it goes to the City Council for final decision.

Planning and Community Development Director Jon Noerenberg clarified Ms. Dockendorf was asking what the next steps are for the request.

Ms. Dockendorf asked if the audience gets to hear the recommendation?

Chairman Jansky stated, yes.

Planning and Community Development Director Jon Noerenberg indicated that is why the open forum is at this time. The Planning Commission can take it into account as part of their recommendation and consideration. If there are additional comments they will continue to take them. Otherwise, they will discuss and render a recommendation, which way to go with it, then ultimately it would go to the City Council who makes the final decision.

Ms. Bias opposed the first apartment site. I think it was all cut and dry when we came to the meeting. I didn't ask directly, where will the traffic be going from that building? If you have the new building is built, which road will they be using?

Planning and Community Development Director Jon Noerenberg stated they would be using the private drive that is owned by the applicant and property owner. That would be improved to basically be a driveway and traffic would be coming from ingress/egress onto Second Ave South.

Ms. Bias stated, Ms. Dockendorf said that was a private drive.

Ms. Dockendorf stated I have a legal easement so as long as I have ingress onto my property then it is being honored. Right now, it is being privately maintained, and I assume then it would be publicly maintained.

Planning and Community Development Director Jon Noerenberg stated no. This would not become owned or maintained by the city. It would be private road. It is a driveway.

Ms. Dockendorf asked if this was the same as Willow Park Apartments?

Planning and Community Development Director Jon Noerenberg stated Heritage Drive is public.

Ms. Dockendorf asked why is this different?

Planning and Community Development Director Jon Noerenberg stated there is no intent or desire of the city.

Ms. Dockendorf asked how you can allow a multi-unit dwelling and not provide a road?

Ms. Bias asked if it would be plowed?

Planning and Community Development Director Jon Noerenberg indicated it would be plowed but at the property owner's expense.

Ms. Dockendorf indicated that the easement that she has states they share that expense. So you can't expect me to share the expense. I'll have to check the wording, I didn't bring it with me, it's always been 50/50 but it has always just been us two owners.

Planning and Community Development Director Jon Noerenberg stated in working with the City Engineer and Public Works, there is no intent or desire to accept or take this or improve it to a public road. It would be improved but it would stay a private access. We are not privy to what ever private agreements you have as far as easement or anything. So that would have to be reconciled between you and the owner.

Mr. LaBuda asked who pays for the Service Master bill with all of this construction going on? Who pays for damages for devaluation of the properties? With this road back here it is guaranteed not to improve the value. Who pays for that?

Planning and Community Development Director Jon Noerenberg stated he doesn't know what you expect him to say on behalf of the city as far as valuations? If the project happens, it happens. What the impacts may be on your property, it's again extremely complicated, it may increase, it may decrease. There are many factors that are involved.

Mr. LaBuda again asked who pays for the dust and what it does? I guarantee you the value of my property will go down.

Planning and Community Development Director Jon Noerenberg stated it is an existing drive.

Mr. LaBuda asked if they get any compensation?

Flurry of comments amongst the crowd. Unable to decipher.

Mr. Swarthout asked if it is going to have to be plowed by that person, where is he going to plow it too, out on Second Avenue? He's going to have to plow it off to the side and fill everybody's back yard.

Audience member asked a question – inaudible.

Planning and Community Development Director Jon Noerenberg replied; requests that have planning and zoning actions with them, they go to the Planning Commission for review and then the Commission makes their recommendation to the City Council who then reviews the request and input from the public hearing, then would make their final decision. That is at a separate meeting.

Audience member asked when would this be?

Planning and Community Development Director Jon Noerenberg stated it could be at the next Council meeting or at a further date. If there is a positive recommendation it would likely go to the next Council meeting. If the Planning Commission decides to table the request then it would be at a future City Council meeting to be determined. This is the only public hearing associated with it.

Mr. Lubitz asked if this building was going to be built no matter what because this is zoned, its just the question of whether it's going to be three or four stories? Is that correct?

Planning and Community Development Director Jon Noerenberg indicated to a degree that is correct. It would be at the applicants discretion if they would want to come back with a design that met all of the standards that met the 2.5 stalls per unit and stayed at the three stories or 40-feet, then essentially it is shovel ready.

Mr. Lubitz stated then the building is going to be built.

Planning and Community Development Director Jon Noerenberg indicated he can't say for certain, but that it was the owners decision if it hinges on this design or not.

Mr. Bob (Robert) McManus (McMeredith Development and Regency Builders) thank you for all of your comments. If you have more questions I can give you my cell phone. You can call me. You can meet us at our office, and we will go over any of your concerns. We're here today to talk about the height of the building. Jon did mention the 55-feet, but we are trying to bring it down as low as we can. Right now we are at 49-feet. We are trying to make this a very low profile look to this building. I think it will be a plus for the neighborhood and will be an upscale building with granite countertops and upscale countertops, community room, library, puzzle room, party room. This building is being built on 9 acres. Development wise you can put a lot more units on 9 acres. Our building next to it is 63-units. This one will be roughly 66-units. We are leaving all of these other acres to wildlife. Many of these concerns came up with the other building we built, drainage and traffic. In that neighborhood, we have people from Heritage moving into our building that lived next door. The road, if it's an issue, we have owned that road for twenty-five years. Before that, a construction company owned that road. That road was there before many of those houses were developed. The construction company had heavy equipment going on that road. What we planned on doing, all of that traffic that comes off that apartment, I some of you don't want it to go through your neighborhood, it won't go through Heritage. It will go up our private road. It will be an improved road, and the neighbors don't have to worry about anything. We will take care of it and it will be up to standard. The gentleman mentioned there will be lots of traffic on that road, what we have found is on a senior living unit, you won't get much traffic. People often won't leave the apartment

for days, some people don't drive. We built Willow Park 12 years ago, it works in the neighborhood. As far as why we are here, the height and parking, if we make less parking we will have more trees and more wildlife. It will be aesthetically pleasing instead of at the Willow Park building with no cars in it. We built the Windsor Greene building behind Dick's Sporting Goods and we have all of this parking, and no one parks in it, so we are asking for less to make the neighborhood look better. What we have done to the other developments in Waite Park, we try to make them user friendly for the whole neighborhood. The pond there, there is an island there, we intend on improving that so it will be a nice park-like setting. The neighbors can come down and sit on the bench and watch the ducks. When we put in a retention pond, we get prairie restoration and put in wild flowers around the retention pond. Over the last 20-25 years, McMereditth and Regency Builders, we built the Windsor Greene Apartments, we developed the patio homes behind Dick's Sporting Goods, Willow Creek Patio homes, 99-units there, dedicated that park and all of those acres, with walk way to the city. Willow Pond patio homes, 140-145 units, we dug that 8-acre pond, so it looks nice for the neighbors. Heritage Point where a lot of you live, we developed that area. We built some of the single family homes and apartments and it's a nice neighborhood there. We built Willow Park Apartments and now we are asking for this. I think we have been a good neighbor over the past 30 plus years. If you knock on anybody's door, I think people will be happy with the way it has turned out. If you have any concerns we listen to you. It will be a beautiful building set on a parklike setting. We tucked it back into the trees and we are going to leave as many trees as possible on the site and it will be a win-win situation .

Audience member asked for Bob McManus' phone number.

Mr. McManus replied 320-267-5597. Twelve years ago when we built this, it was zoned for an apartment building and we are just asking for a little bit higher on roof and slightly less number for parking. It is zoned for an apartment building and we do plan on putting an apartment building there.

Ms. Bias commented yes you made a pond for me behind my house which you planted wild flowers which never grew and all is get is quack coming into my yard. I have thistle, I was promised walkways with your benches, and that hasn't happened. The traffic, you come and sit by my house and count those cars that go past my house, there is more than a few, there is a lot. Don't tell me there is limited traffic, there is a lot. If you say things then you should follow through on things, but that is not happening so I don't know if we can trust what you're saying so I guess I am opposing the whole thing.

Mr. McManus said he can address that real quick. The pond that is behind your house, it's a real trick to do wild flowers. As far as traffic is concerned, if you look at 55+ building, the traffic is minimal. The great thing about this building, unlike Willow Park which goes right through your neighborhood, we are going to have no cars go through your neighborhood when we build this. All of the cars will go out our private road on to 2nd Ave S. They are not going through anybody's neighborhood.

Ms. Bennett stated all of those cars are coming in my backyard now. If you are beautifying your area, then you are deteriorating my area. And I don't agree with that.

Mr. McManus stated that road was there before your house was there and that road was a private road for a construction company. When we bought the property twenty-five years ago, it's a private road and we have always planned to put in a second apartment building and use that road.

Ms. Sarazine stated, you generalize about people over 55 not driving much. If they are not driving much, they have family, they have business things. I don't think it decreases the traffic. It might have it more in the daytime and in the evening than with a younger clientele, but I don't see any decrease. You haven't clarified if there is going to be access going between the two apartment developments, because if there is I bet those people will come through our area. Also, when you talked about putting attractive things around the pond, will there be any parking space there? Now when people come they park in the cul-de-sac by me, which is fine.

Mr. McManus stated the entire apartment, all of the cars that come in and out will be on the private road and enter and exit on 2nd Ave S. What we are asking for is the variance on the height of the building and for the variance on the parking. All these other things, this is not part of the variance.

Comment from audience member, if this is a done deal, why are you just wasting our time? We should have been notified when this was being planned. We just get notified more in the planning.

Planning and Community Development Director Jon Noerenberg commented this is not a done deal. This is why we have this meeting. The Planning Commission takes this into consideration after comments wrap up they will discuss and what they decide. The property is and has been zoned for ten plus years, it has been platted, it's been ready for an additional building. It is only here because the variance component. If they had not come in with a building, if they wanted to stay at two or three stories and met that 2.5 stalls per unit, yes, we could issue a building permit. Not every single planning action requires a public hearing or a Planning Commission meeting or a City Council approval. I am sorry you don't like that, but it has been zoned ten to twelve years at least for another apartment building.

Mr. McManus commented with eight to nine acres, we could put 80-90 units on the property. We don't want to do that. We want to keep it down to 66-units which is what our other two buildings are roughly. I think it is going to be a perfect fit for the neighborhood and would be a win-win for everyone.

Commissioner Shorba asked how tall is your other building just to the south?

Mr. McManus identified the Willow Park building is about forty feet and this new building will be about eight to nine feet higher. We pushed the building way back if you can see it on the schematic. There is no body to the west except for this young lady here and if you look to the south, looking at our building we pushed it as far away from Heritage Point. The profile will be pretty low.

Commissioner Shorba asked if you had to keep it to forty feet, how many units could you get with the design you have now? Or would you have to redesign it to make it longer and wider to get the 66-units? If the height restriction, if we vote to recommend to keep it 40-feet and recommend to keep it and not permit a variance and keep it 40-feet, how many units can you realistically get given the topography limitation? How many units could you do?

Mr. McManus stated they could still do the 66-units. They would just have to change the roof line.

Commissioner Shorba asked what that means for the neighbors. Would it be less aesthetic or would it be better for the Minnesota winters? What does that mean to a lay person?

Mr. McManus indicated if you have less pitch on a roof for ice and snow and things like that and it certainly can be done. These extra feet, the building will look much more appealing and fit better in the neighborhood.

Commissioner Blonigen asked are you already having water issues that you are wanting to go higher rather than dig down?

Mr. McManus stated we have never had water issues in Willow Park. I know somebody brought this up, but we haven't ever. We have done soil samples, we've done drilling out there. I think we've pretty much have a good handle on it. If we dig down, there is granite in the area and it's better to build on top because of the high price and the nature of granite. I think this is a really nice design considering the topography that is there.

Ms. Cindy Swarthout (1265 Heritage Ln) what are those, bushes, or where there parking is going to be? Is that a fence?

Mr. McManus indicated those are trees and our architect put those in. Right along the lot line there are already a lot of trees. What we do is try to go in after and put up pine trees to break up the look from neighborhood to neighborhood.

Ms. Swarthout questioned if there was a fence that goes by the parking?

Mr. McManus stated there is no fence. They would follow Waite Park's guideline for parking lots with landscape.

Planning and Community Development Director Jon Noerenberg stated where parking lots of more than five stalls meet up against residential areas and homes, there is a requirement of a 3.5 foot buffer either fencing, berm or planting to block most headlights from movement of vehicles.

Ms. Swarthout asked how far the parking would be from where she lived? How many feet?

Mr. McManus indicated the parking would be in front of the building.

Ms. Dockendorf added from a historical perspective since she's been attending since these meetings were St. Cloud township, this may be a private road, but when it was owned by the construction company, it was routed around the Ashwood Court houses are now. It was a different era. Part of the reason this area was zoned this way was there is not a lot a lot of buildable acres because of the outcropping. They were not able to economically justify putting single family homes or four-plex there which is how it got approved for multifamily development. If you don't allow this, it may not be economical for them to proceed. I don't know what you were saying about the beauty and the pitch of the roof line and that you can probably still squeeze 66-units in there, but it probably becomes not economical. So, it's not a done deal, its not a waste of your time.

Commissioner Shorba asked if you were restricted to the 40-foot height, you would still be able to have 66-units regardless?

Mr. McManus stated yes, around 60-66 units. I'm just saying for building purposes we'd like to have more room and our architect is saying to shoot for 49 feet because that is probably what it is going to be.

Commissioner Blonigen asked why are you asking for 55-feet if it's only going to be 49 feet?

Mr. McManus said they are asking for it if we needed some wiggle room.

Planning and Community Development Director Jon Noerenberg stated the suggestion to increase or to go a little above was at my suggestion because we have seen with other projects where you kind of have an idea and some conditions may change as they go through it and the actual design of the planning gets further into it and then we don't want someone to have to come back and say "I need to increase it" an inch, foot or two feet. The idea is that you can approve it a little bit higher, but then with the intent to build it as low as possible.

Commissioner Blonigen said he was unclear if there was going to be a linking road between the two buildings.

Mr. McManus stated we are not planning on it unless the city wants an emergency escape. Everything is going to go out that private road. We are going to use the private road for access in and out.

Planning and Community Development Director Jon Noerenberg said there can be requirements that they need to be able to basically get the largest trucks in there and maneuver it. Sometimes there can be a requirement for a secondary access but that can be retained as an emergency where there's knock down bollards that prevent day-to-day use. It's not meant to be used in anything but an emergency. That is all conjecture at this point because we don't know if it will go forward yet.

Commissioner Zabinski commented if the builder can make the building more aesthetically pleasing, I don't know why we are quibbling between 48 or 55 feet. That's kind of a moot point.

Commissioner Shorba asked if there was any kind of study as far as how many spots you actually are using at the other apartments, anecdotal evidence as far as the usage.

Mr. McManus stated if you go out to Willow Park, we have this large parking lot and there might be four cars in the lot and it is set up for 120 cars.

Commissioner Shorba asked if there was a connecting road and a connecting pedestrian path, for some reason, if we grant the variance and have fewer spots in the newer parking lot, would it be viable to use your current parking lot for overflow parking in the future if needed? Or is it too far away?

Mr. McManus stated we have buildings that are 55+ and we know that group. They have no car and almost no one has two cars. We have 66 units and they will only use about 50 parking spaces. We are setting it up to have 66 parking spaces under the building and then 75 parking spaces out. There will be a lot of parking spaces.

Planning and Community Development Director Jon Noerenberg asked Bob if he could give a breakdown of the ratio of one bedroom to two-bedroom units. That can play a role in parking as well.

Mr. McManus stated there will be two-bedroom units and one-bedroom units. Some two-bedroom units with two baths and den, some one bedroom with den. Even in a two-bedroom unit, it's mainly one person. In our 63 unit, $\frac{3}{4}$ of the tenants are one person that live there. Even though they have two bedrooms. The one aspect that we don't think much of is that there is a need for affordable housing in the area. These seniors don't want to move because they don't have anywhere to go to. They don't want to go to a nursing home because of the memory care. This is independent living. Very few people are building new family homes, no one is developing any land, very limited and if they are the houses are \$800,000-\$900,000.

Planning and Community Development Director Jon Noerenberg stated he concurred with Mr. McManus. It is not absolutely pertinent to the specific land use request but if you open up additional housing that is targeted towards the top of seniors that are maybe trying to get out of their traditional home, it opens up downstream opportunities for people which this area needs.

Ms. Dockendorf added no one is objecting to the senior living, it is the height and density and the size of the space.

Mr. McManus stated the density is low density. If you look across Hwy 15 there is another building going up with 180 units on a site that is around our size site or smaller. The property is zoned for an apartment building.

Mr. Swarthout asked what are you doing to do with all of the snow removal?

Mr. McManus stated as far as snow, if there is too much snow then you haul it away.

Chairman Jansky redirected the conversation back on track and stated they can only control the variance for height and parking.

Planning and Community Development Director Jon Noerenberg stated the Council can modify the proposal. The flow of process was outlined indicating, Jon receives requests and makes recommendation to the Planning Commission, the Planning Commission can choose to go with or against the recommendation, they then make a recommendation to the City Council which also takes into account my thoughts and recommendations, then the City Council makes their final decision.

Commissioner Zabinski moved to close the public hearing, seconded by Commissioner Shorba. Passed with all present. Public hearing closed at 7:52pm.

Commissioner Blonigen asked Mr. McManus if he can get by with 49 feet would he be happy with 50 feet? I don't see the additional 5 feet as a necessity.

Commissioner Zabinski stated he didn't think they were looking to use that, but that Jon put that in there as a buffer.

Commissioner Blonigen stated that building is precise enough they can get it down to inches. I have heard a lot of negativity from landowners that I think some of that needs to be taken into consideration.

Commissioner Zabinski stated the request was for up to 55 feet.

Planning and Community Development Director Jon Noerenberg indicated you can modify that and go anywhere between the standard of the district from three stories or 40 feet, or you can go up to the 55 feet that is suggested. You can go anywhere in between; it is up to you.

Commissioner Blonigen stated he is typically against shrinking the parking lot but this would allow more green space for drainage. I wouldn't have a problem with that part. Vehicles are only getting bigger and we are now trying to get a large pickup into a small parking space. With these elderly people, they need space to open their vehicle doors up. I know as an individual myself having somewhat of a handicap, when I can't get my door open far enough, it gets to be a real chore to get in and out.

Commissioner Blonigen made a motion to approve the variance request from Waite Park City Code Article V, Zoning, Land Use and Building Regulations, Ordinance 52, Zoning Code, Section 52.21 RM-24 Moderate/High Density Multiple Family Residential District Subd. 5E to increase maximum allowable building height from 3 stories or 40 feet to 50 feet, and from Waite Park City Code Article V, Zoning, seconded by Commissioner Kjer. Passed with all present.

Commissioner Blonigen made a motion to accept the request, Land Use and Building Regulations, Ordinance 52, Zoning Code, Section 42.42 Parking and Loading Requirements, Subd. 6C to reduce parking requirement from 2.5 stalls per unit to 1.75 stalls per unit, seconded by Commissioner Zabinski. Passed with all present.

Planning and Community Development Director Jon Noerenberg stated the intent was to initially bring this to the upcoming city council meeting on Monday, April 21, 2025, but given some of the questions that came up regarding drainage, I would request a little more time to clarify them and reflect that in the report for the City Council. I will probably move that to the next available meeting. You are all welcome to attend this meeting, however there will not be a public hearing at that meeting but the council does have the ability to let people speak at their discretion if they choose to. Please refer to the city website for upcoming dates.

Planning and Community Development Director Jon Noerenberg gave the staff update: this is the last meeting in the current city hall as we intend to temporarily relocate to the public works facility on 17th Ave S. We will be vacating this building for the entirety of the remodel project at city hall. We will be working with the school district to hold the council meetings and planning commission meetings at the school district office on 2nd Street South across from the Honda dealership. The intent is to reschedule our meetings on Mondays moving forward as it is easier for the school district as well. Our next meeting is to be determined as we do not have any applications at this time. We are effectively leaving city hall on May 2, 2025. City offices will re-open at the public works facility off of 17th Ave S. on Monday, May 5, 2025.

Commissioner Shorba moved to adjourn the meeting, seconded by Commissioner Blonigen. Motion carried unanimously. Meeting adjourned at 8:01pm.

Tim Jansky, Chair

Jon Noerenberg, Planning & Community
Development Director

PLANNING COMMISSION MEETING FOR THE CITY OF WAITE PARK

The Waite Park Planning Commission met in regular session on Monday, October 13th, 2025, at 6:30PM at Waite Park City Hall. The meeting was called to order by Chair Jansky beginning with the Pledge of Allegiance.

Planning Commission Members Present

Chair Tim Jansky, Commissioners Bob Zabinski, Bob Kjer and Chris Shorba

Planning Commission Members Absent

Don Blonigen

Others Present

Jon Noerenberg, Planning & Community Development Director
Others on sign-in sheet.

Approval of the Agenda

Conditional Use Permit – Metro Bus Western Transit Center - 461 2nd Ave S & 481 2nd Ave S

Chairman Jansky read aloud the public hearing notice. The public hearing opened at 6:34pm.

This request has been submitted by St. Cloud Metropolitan Transit Commission (“Metro Bus”), which is the owner of the properties located at 461 2nd Ave S & 481 2nd Ave S, aided by Oertel Architects as their authorized representative. The application is being made to pursue development of a bus transit center upon the property. The proposed use and project, upon review and consideration by City staff during initial phases of project development, was determined to be considered as a Conditional Use per the established I-2, Sundial Corridor District standards, by which conditions of approval may be required for the project to help it blend and operate well with the surrounding area.

The proposed transit center is intended to provide additional capacity for expanded bus operations and to accommodate future ridership demand in the western area of the Metro Bus service area, providing overall expanded professional and operational capacity of the Metro Bus transit system. A narrative of the project prepared by the applicants and their consultants for the project (Oertel Architects) is enclosed for review and consideration.

The proposed facility is not a park and ride site, and no such operations are proposed to take place upon the property. The proposed transit center would be operational seven days per week, with weekday operations currently scheduled from approximately 5AM – 11PM, Saturdays approximately 7:45AM – 7PM, and Sundays approximately 8:45AM – 6PM. The applicants have advised the operational hours are system wide and that activity levels may differ within these noted times. An interval of approximately 15 minutes between bus access and egress is anticipated, with approximately four buses/hourly for four routes that will be served from the proposed facility.

The proposed facility is approximately 4,000 square feet, and the submitted floor plan (attached) denotes public waiting area with vending and ticket kiosks, two ticket counters, staff and bus operator breakroom (with possible separation for public interviews), administrative office areas for two (2) daily staff members, personnel support functions, and facility support functions. Two gendered public restrooms and one family restroom are also noted within the floor plan.

Proposed staffing is for the facility to be serviced by between two and four Metro Bus employees at any given time. Two full-time customer service personnel would be onsite during operating hours. Additionally, there is also potential for up to two facility or operations personnel to be onsite for support of other staff or for facility maintenance or support functions.

The proposed building exterior consists of pre-finished metal panel, with color scheme complimenting Metro Bus logo and agency colors, as well as local granite treatments. An existing building upon the site will be retained and utilized for storage purposes. Security cameras will be utilized throughout the building and site.

Property access for buses will be via 2nd Ave South and Sundial Drive. The proposal has been reviewed by City staff, including City Engineer, and staff are comfortable with the proposed layout with the notation that turning/stacking may occasionally be challenging from Sundial Drive onto 2nd Ave South. The City has been awarded a grant which would fully fund a proposed mid-block lighted crosswalk on 2nd Ave South, although the exact design and location of this has yet to be determined. The project managers have met and conferred with Stearns County staff regarding the project, due to the County having oversight of 2nd Ave South. Comments from Stearns County indicate the project to be viable and are included within the attached project narrative.

The proposed site location is conducive to serving both existing residential and commercial areas located nearby and aligns with one of the City's previously established strategic goals of facilitating a multi-modal transportation network that serves all residents. Under the proposed development, the northern two acres of the site would not be utilized at this time and could either be available for future public/private development or future use for Metro Bus as their needs may require. Any expansion of the site by Metro Bus would require further separate review/approval by the City, and any development upon the property would be subject to City standards.

The proposed site landscaping plan (attached) utilized berming and landscaping along 2nd Ave South to minimize impacts to residential properties on the eastern side of 2nd Ave South across from the property. Staff is recommending condition requiring mixture of deciduous and coniferous trees to be planted at minimum 6' height at time of planting on the berm area, with requirements for maintenance and replacement should any trees or other plantings die off.

The property is currently unplatted; platting is required prior to issuance of building permits (although footing and foundation work may be permitted). If approved the Planning Commission would review the

plat for the project at a later date, to be determined at this time. The Park Board will need to review and make recommendation regarding payment-in-lieu of parkland dedication which is required at time of platting; their recommendation will be forwarded to the City Council with final staff reports and recommendations.

Staff recommends approval of the Conditional Use Permit with the following conditions:

1. Property will need to be platted prior to issuance of any building permit or commencement of any construction activities, except for land disturbance and footing/foundation work.

2. Property is subject to requirements set forth by Stearns County regarding utilization of and access to 2nd Ave South. Separate review and comment/requirements will be required via Stearns County Highway Department as part of platting.

3. Hours of operation for bus service are limited to 5AM – 11:30PM daily.

4. Landscape plan shall be implemented as proposed, with mixture of deciduous and coniferous trees planted on berm along 2nd Ave South to be planted at minimum 6' height at time of planting. Minor revisions to landscape plan may be considered subject to review/approval of Planning and Community Development Director.

5. Proposed landscape berm along 2nd Ave South shall be constructed to minimum height of 48" from grade.

6. Building site development shall adhere to plans submitted for review and consideration by Planning Commission and ultimately as approved by City Council. Revisions deemed minor and which otherwise meet City ordinances, as determined by Planning and Community Development Director, may be reviewed and approved administratively at discretion of Planning and Community Development Director. Revisions deemed major by Planning and Community Development Director may require additional review and consideration by Planning Commission and City Council.

7. All plantings shall be maintained and shall be replaced immediately with plantings of equivalent species and size in the event of die-off or dieback, as determined and directed by City of Waite Park staff.

8. Site expansion or changes in operations are subject to review and approval of City of Waite Park and may require future amendment to Conditional Use Permit as determined by Planning and Community Development Director.

9. All site lighting and fixtures shall be of full cut-off design, and all lighting shall adhere to City of Waite Park lighting standards.

**There was a section of meeting that was not recorded due to technical difficulties. Unable to retrieve this section of public hearing.

Ms. Jeanne Lodermeier (109 Greenstone Ln) stated she is concerned about this coming in and opening this up for potential sale in the future that would bring more angst. I would like to move this all back further north and use the full property. Secon, on the Planning Commission's finding and facts, your number one, the request will not be detrimental to endanger the public health, safety, morals, comfort, convenience, general welfare of the neighborhood or the city. All good, it's all pretty, looks nice but nobody can tell me for sure, and we won't know for a while that it's not going to be an inconvenience or

detrimental to the neighborhood as well as the general welfare of the neighbors that are across the street. If you look at the St. Cloud transit spot there are no residents close to that location vs what we have here across the street on 2nd Street S. Number four, will not be hazardous or disturbing to existing or future neighborhood/neighborhood uses. Again, I don't believe any members of the Planning Commission or City Council live over there and will be looking at that from their front window. Number six, will not create excessive additional requirements at public's cost. I find that hard to believe as we know there will be road costs and security cost with sixteen busses coming in every hour. Seven, will not involve uses, activities, processes, material, equipment and conditions of operations that will be detrimental to any person, property, or the general welfare because of the excessive production of traffic, noise, smoke, fumes, or glare or odor. Again, pretty had statement to say when we don't know what is coming down the road. I think what we have is a little bit of a trial, but it is too late once they're there to say that it didn't work. That is my biggest concern for this neighborhood. I don't believe that Metro Bus will be interested in buying these properties out at a fair market price when these folks start leaving and they will leave value on their home since it is right across the street. Now, on the good side, this is better than an apartment building. Thank you.

Planning and Community Development Director Jon Noerenberg invited the applicants to speak to the rationale of how the site is being laid out, you are certainly welcome too. But if you're okay not, that is okay too.

Ms. Gail Jacobson (468 2nd Ave S) which is directly across the street from the planned project. I think we have a lot of concerns of where we are located. After speaking with our realtor, our cost to sell our residence has gone down with the proposal. We are too late to take advantage of that. The traffic on 2nd Avenue has increased and it is hard to back out of our driveway and pull in when we are coming home. I had questioned last time; Waite Park has an ordinance that we cannot put a privacy fence in our front yard which I think we have a right to protect ourselves and our property. They have 6-foot trees across their proposed property and I'm asking why we can't have a 6-foot privacy fence in front of our property. Then I'm concerned about where the crosswalk is going to be.

Planning and Community Development Director Jon Noerenberg stated that it hasn't been confirmed yet. It is still in the early phases, and I don't have the exact location yet. It says it is going to be mid-block so that would not be at the intersection.

Ms. Jacobson said they are also concerned about the manpower about the police and ability to patrol that area.

Mr. Robert Belzer, representing Joe Belle Limited Partnership. I own a lot of properties around town. I appreciate the fact that you are considering putting the Metro Bus here. I think it is a wonderful opportunity for the city, not just here in Waite Park but also St. Cloud and the entire MSA. I think it will be wonderful for everyone and enable a lot of growth. I don't know how much you think about what it can do for us as people but as we grow older to have reliable transportation that you can count on to age

in place. It means a lot to be able to count on someone to come pick you up that is there every day. It is really a gift to build a new building and to come in and do it with the intent of green, the construction is going to be modern and the way they are going to maintain their landscape, we are fortunate to have it come into where it's going to come. It will create activity in an area that needs it and uplifts it. Me and my family have been in this community for fifty years providing jobs and housing. I can say with the economic lift this is going to have, and the tremendous investment in the community just adds to it. I am here to partner with you all, I just need to know what we can do. When I look at where we are going with school district 742, the superintendent has done a really terrific job, and I think she has really turned around this community. My partner in my business, Lowe's, they partnered with us to help give back to the community and soon we will be doing other things too. If you have any questions I would be happy to stick around and answer any questions. I've lived there since 1985, and I own the building and pay the property taxes. When things aren't working people call me.

Ms. Lodermeier asked Mr. Belzer what his address was.

Mr. Belzer stated he will us his office address of 1205 Main Prairie Road, St. Cloud. That is where I pay my property taxes for all of these addresses. I think St. Cloud and Waite Park are a wonderful place to live. I care about this community a lot and I wouldn't make the investments into the community the way I am if I didn't. And for the bus company I thank you for taking the time to consider putting this investment here in our community.

Ms. Sarah Starling (156 7th Ave N) and have a question for the developers. I work at Wacosa right across the street and in doing so I have quite a bit of knowledge about disability services. One of the things we know is that autistic children and adults alike are drawn to water and may not always have the sense to be safe around water. I'm concerned about your wet pond being next to a disability services provider, as well as autistic children who live in that neighborhood. What are you going to do to protect them from that pond?

Chairman Jansky asked if anyone else would like to come up and speak? Does Metro Bus want to come up and answer the questions asked?

Mr. Andrew Cooper (Ortel Architects in St. Paul, MN) and we are the Design Architects for the Metro Bus facility. Today with me is Michael Jysky with SRF Consulting. Michael, I will have you come up and answer the question about the wet and dry pond.

Mr. Michael Jysky (SRF Consulting) said one thing that we do when we design a pond of this nature is we design in a safety bench, which means immediately around the edge of the pond has a very gradual slope and is generally one to ten or less. Then after that there is an apron area then the ponds get a little bit deeper to handle the capacity. We are required to have these storm water ponds on site per the Sauk River Watershed District requirements for storm water treatment as well as the State's sustainable

building guidelines. In addition, there will be native vegetation around the edge of the pond. The vegetation tends to be a bit taller around shorelines and will fill in and become denser over time.

Mr. Cooper stated the filtration basin is a draw down area as well so standing water in there will be less than 48-hours and will be very shallow as it draws down to go to the wet pond. The level of the pond is dependent on seasonal rainfall and how much water we actually get in a season which would be contained there. It's probably just a couple feet at this point. Michael also addressed the design around the perimeter. The one comment we can really speak to is Ms. Lodermeier's comment about the entry point off of 2nd St S. One of the reasons why we have located it at the point we have is to reduce the amount of site that we are disturbing. When you touch the site and digging you are spending construction dollars on the site and needs that have to be addressed with the Minnesota State B3 building program. We are trying to limit the project area to help conserve project dollars, but then also to help reduce a total site disturbance area. We're not disturbing anymore of the site than we absolutely have to, to serve this particular project. Where it is located right now is located based on how buses turn off of Second and how they turn into the parking areas that would serve the facility. The four primary routes that will be served will be parked up next to the building, the west side of the drive, there is no backing up of buses, everything is a forward movement. Really studying the turning diagram to understand where those things will go, how that curve off of Second which actually feeds those parking spaces and then how that drive ultimately distributes buses onto Sundial Drive, either east or west. Can it be moved further North? It can, it just means more total site disturbance and less area to the north for potential future development. It increases the scope of work that we need to do for the project. The comments about traffic which we have worked with and discussed with Stearns County that their preferred flow did allow us to widen the access point off of Second so there was less potential for a turn to be interrupted by traffic or a less-than-ideal access point off Second. They typically don't allow a 40-foot drive, but they told us they would grant a 40-foot drive off Second to alleviate some of the traffic coming onto the site. The routing study is underway to understand the four routes that do come here and distribute off of this property and onto Sundial Drive, east or west and progress either north or south onto Second Ave S. We don't know which route names or numbers are going to go there at this time yet as it is in study. Were there any other questions from the neighbors that need to be addressed yet.

Ms. Lodermeier said there aren't any other questions to answer, rather her biggest concerns among some of the neighbors is security and the cost to the city. This will be downfall of the neighborhood. Historically, many years ago, Waite Park grew so fast that it was poorly laid out. With businesses and homes and wide range of everything in a mish-mosh, there is no reason to continue that. Let's be thoughtful about the process. I don't know the perfect thing for this location, but I don't think this is it. St. Cloud Metro Bus has a need for additional transit, and the goal is West St. Cloud, go to West St. Cloud.

Mr. Dave Green (Chief Operations Officer for Metro Bus) state he can speak to the questions about the security. Since I started at Metro Bus in 2016, I've taken on many projects around security making sure we are good members of the community and dealing very quickly in some cases very strictly

with crime and disturbances and things I would consider to be security issues. Some of the things we did with the Crime Impact Team with St. Cloud Police is the SEPTAD concept. I forget the acronym, but it essentially means putting in things like barriers, assessing the physical environment of the area and putting things in place to not eliminate but to alleviate crime and things like that in the area. We did an entire study, gathered all of the neighbors, brought everyone together and Metro Bus invested our own money, put in gates, some additional landscaping to deter loitering, also put up murals, it gives the impression that there is always someone watching. There were questions from the Chief of Police regarding rider misconduct guidelines. We don't tolerate any of that. I want our bus service to be that of which my mom would feel safe riding. We have very much increased our security. All our buses have external and internal cameras. All of our facilities have multiple cameras and access that multiple times a day. I've provided our rider misconduct and code of conduct to the Police Chief very early on in this process when asked. We work very closely with the city of St. Cloud as well regarding a trespass ordinance and I would intend to work with Waite Park as well for something like this and to make sure there are remedies in place as well. We've got a three-strike rule if there is a minimal indiscretion, if something like a fight happens, then you are banned for a minimum of a year right away. Our doors are always open for feedback and addressing things. We don't want to be a hindrance in the community; we want to be a good impact in the neighborhood. We will work with the police force and the members of the community and don't want to bring anything to the community that wouldn't be a benefit.

Ms. Lodermeier stated she asked the St. Cloud Police Department for an incident report from the first of the year to September 2025 and there were 52 calls to the Metro Bus in St. Cloud.

Mr. Green stated that in 2019 when they started that project, we had 192 calls for service to the address in St. Cloud in one year and that number has significantly gone down. Based off the numbers that you shared they have significantly gone down. It was about a 66% decrease in our calls for service.

Mr. Belzer said I think it's important to consider what it means for a business to come into our community wanting to invest and uplift. It's a big deal for someone to come in and provide reliable and reasonable transportation. 7% of our community count on that transportation every day. As we age, more people are going to need it. I think we need to support Metro Bus coming in.

Mr. Green stated as of right now Metro Bus does not have any future plans for future development. With having conversations with Jon, the City and the County we have really decided whatever we do there, we have no intentions of selling, we will continue to keep that property and whatever we decide to do with that property, traffic constraints, things with minimal impact, we don't want to generate additional traffic to that area. We don't want to intertwine traffic with buses and access to that property. We don't intend to put in a big apartment complex there, at this time it is not determined what we would use that space for but we do intend to keep that property.

Commissioner Shorba asked, is there any consideration to put in a turn lane in that unused northern part section so we minimize cars having to slow down as the buses make a right turn into the property and allow the through traffic to maintain normal city street speeds?

Mr. Green stated yes, we did discuss that augmentation to Second with Stearns County and they were not interested in augmenting Second Ave S at this point in time. A right turn lane did not come up in this conversation. We talked about four to three lanes, we talked about potential roundabout locations, but a right turn lane did not come up at that conversation but that they were not interested in 2nd Avenue augmentations at this particular location. As Jon mentioned, Stearns County gets another opportunity at this conversation, and we have to file paperwork with them for the development as well as a permitting process they get to review this one more time with site plan and traffic impact. So that's certainly a potential if they are willing to allow that on Second.

Commissioner Shorba indicated he knows the highway engineer and can see what they think. The audience member brought up a question that wasn't clear in the materials. So, there is four routes and how many buses per hour would be in and out of the site.

Mr. Green indicated it would be four buses and four routes, so sixteen per hour but that is if they are very strict on 15-hour timelines. As I previously mentioned, the actual route planning is still in process so this might be different amounts. This would be worst case scenario.

Commissioner Zabinski clarified by saying fifteen minutes is the desired time, but it may not be that compressed.

Mr. Cooper stated fifteen minutes would be the max. Every route we would run would be run every fifteen minutes, which is the max that we would have in our current planning structure of business.

Commissioner Kjer asked, there is no parking in the lot for customers, is that correct?

Mr. Green stated the only parking on site would be for staff, deliveries and service people for the facility.

Commissioner Kjer commented so customers coming off of one bus would then be going onto another bus, residents in that area that may walk through the facility?

Mr. Green said yes, this is strictly a transfer facility, not a park and ride. I shouldn't say it is strictly a transfer facility as you can catch the bus for your first ride at this location, but the bulk of the traffic would be transfer.

Commissioner Kjer stated he believes a lot of the citizens here are concerned about loitering. Who is going to define that? I'm sure that is a possibility and concern and who is going to address that? There is not going to be an officer on site. Can you address that?

Mr. Green stated yes that it is kind of hard to define. We look at it as, are you there to catch a bus? We know that within an hour, in most cases, people will catch a bus and if not then you need to get going. We don't permit people to lay down or long-term things. We are not going to have a Jefferson Lines pick up at this location. Also, the Northstar Link service is going away so it is just strictly city busses going through this facility. The downtown facility could have someone come in at 8:00am and purchase a ticket for Jefferson Lines and not leave until 4:00pm, or our Northstar Link service that only operates in the morning and at afternoon, that won't be an operation here. The comment about not having a police force there, we actually have six street supervisors, and their job is to strictly patrol transit operations all day long. They will be operating in that area as well. We try to always have two street supervisors on at a time. One supervisor needs to be on at our facility downtown and the other takes care of administrative duties and if there are no administrative duties to do, then their job is to be on the street. There are often times when we have a third supervisor on and their responsibilities are strictly the street. We also have two operations managers and then me. I will be spending a lot of time in this facility for the first six to eight months. I want to make sure we are doing what we say and making sure we are getting up and running and being a good member of the community.

Commissioner Kjer stated starting a new facility, it will be targeted or the new thing to do or hang out at and if that is not stopped immediately that will be something that continues to happen.

Mr. Green stated they have an all-hands-on deck mentality because as Andrew illuded to, we are going through an entire system restructuring. Maybe not the best choice we made but we wanted to roll it out as a package deal. Routes are going to be restructured and redone. We already have it that we need everyone on deck. That is due to take effect on the first Sunday of October and that will align with the opening of the transit center too.

Commissioner Zabinski moved to close the public hearing, seconded by Commissioner Shorba. Passed with all present. Public hearing closed at 7:38pm.

Commissioner Zabinski asked Chairman Jansky if it would be advised to go through the findings of fact?

Chairman Jansky stated yes. 1. Will not be detrimental to or endanger the public health, safety, morals, comfort, convenience or general welfare of the neighborhood or the city.

Commissioner agreed.

Chairman Jansky read the following findings of fact. 2. Will be harmonious with the applicable specific and general objectives of the Comprehensive Plan of the City and this Ordinance.

Commissioners agreed.

Chairman Jansky read the following findings of fact. 3. 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.

Commissioners agreed.

Chairman Jansky read the following findings of fact. 4. Will not be hazardous or disturbing to existing or future neighboring uses.

Commissioner agreed.

Chairman Jansky read the following findings of fact. 5. 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.

Commissioners agreed.

Chairman Jansky read the following findings of fact. 6. 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.

Commissioners agreed.

Chairman Jansky read the following findings of fact. 7. Will not involve uses, 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.

Commissioners agreed.

Chairman Jansky read the following findings of fact. 8. 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 thoroughfares.

Commissioners agreed.

Chairman Jansky read the following findings of fact. 9. Will have adequate facilities to provide sufficient off-street parking and loading space to serve the proposed use.

Commissioners agreed.

Chairman Jansky read the following findings of fact. 10. Will not result in the destruction, loss or damage of a natural, scenic, or historic feature of major importance.

Commissioners agreed.

Chairman Jansky read the following findings of fact. 11. Will conform to the type of uses that are generally permitted within the district.

Commissioners agreed.

Audience member made a comment but was not at the microphone, inaudible.

Commissioner Zabinsky made a motion for the approval of the conditional use permit with the applicable conditions listed. Seconded by Commissioner Kjer. Passed with all present.

1. Property will need to be platted prior to issuance of any building permit or commencement of any construction activities, except for land disturbance and footing/foundation work.

2. Property is subject to requirements set forth by Stearns County regarding utilization of and access to 2nd Ave South. Separate review and comment/requirements will be required via Stearns County Highway Department as part of platting.

3. Hours of operation for bus service are limited to 5AM – 11:30PM daily.

4. Landscape plan shall be implemented as proposed, with mixture of deciduous and coniferous trees planted on berm along 2nd Ave South to be planted at minimum 6' height at time of planting. Minor revisions to landscape plan may be considered subject to review/approval of Planning and Community Development Director.

5. Proposed landscape berm along 2nd Ave South shall be constructed to minimum height of 48" from grade.

6. Building site development shall adhere to plans submitted for review and consideration by Planning Commission and ultimately as approved by City Council. Revisions deemed minor and which otherwise meet City ordinances, as determined by Planning and Community Development Director, may be reviewed and approved administratively at discretion of Planning and Community Development Director. Revisions deemed major by Planning and Community Development Director may require additional review and consideration by Planning Commission and City Council.

7. All plantings shall be maintained and shall be replaced immediately with plantings of equivalent species and size in the event of die-off or dieback, as determined and directed by City of Waite Park staff.

8. Site expansion or changes in operations are subject to review and approval of City of Waite Park and may require future amendment to Conditional Use Permit as determined by Planning and Community Development Director.

9. All site lighting and fixtures shall be of full cut-off design, and all lighting shall adhere to City of Waite Park lighting standards.

Planning and Community Development Director Jon Noerenberg stated we don't have a date yet for this to go to the City Council for final review and decision. My best recommendation would be to keep an eye on the city website and would not be out too far, no more than a couple weeks ideally. I don't have that date at the moment. I would also note that this is the only formal public hearing with this request, so when it does go to the City Council, ultimately there is no further formal public hearing. Anyone is certainly welcome to speak at the two-minute open forum at the City Council meeting. No further new business.

Commissioner Shorba moved to adjourn the meeting, seconded by Commissioner Zabinsky. Motion carried unanimously. Meeting adjourned at 7:45pm.

Tim Jansky, Chair

Jon Noerenberg, Planning & Community
Development Director

PLANNING COMMISSION MEETING FOR THE CITY OF WAITE PARK

The Waite Park Planning Commission met in regular session on Monday, November 10th, 2025, at 6:30PM at Waite Park City Hall. The meeting was called to order by Chair Jansky beginning with the Pledge of Allegiance.

Planning Commission Members Present

Chair Tim Jansky, Commissioners Bob Zabinski, Chris Shorba, Don Blonigen and Bob Kjer

Planning Commission Members Absent

None

Others Present

Jon Noerenberg, Planning & Community Development Director
Others on sign-in sheet.

Approval of the Agenda

Preliminary and Final Plat – Metro Bus Western Transit Center

Chairman Jansky read aloud the public hearing notice. The public hearing opened at 6:31pm.

This request has been submitted by property owner Metro Bus, for review of preliminary and final plat of Metro Bus Western Transit Center.

The proposed plat will incorporate the two current non-platted parcels associated with the proposed Metro Bus Western Transit Center at 2nd Ave S and Sundial Drive into a single platted parcel. The plat is configured as a single-lot, single-block subdivision encompassing the entirety of the 5.47 acre property.

Under City ordinance, platting of the property is required before construction permits may be issued for the property. Work done thus far upon the site (clearing/demolition) does not require platting.

As portion of the property has not been previously platted, payment-in-lieu of parkland dedication for that portion is required. Based on the ordinance requirement of 5% of the unimproved land value (which does not include any building/structures) the recommended required payment-in-lieu of parkland dedication is \$38,730. The Park Board has reviewed and recommended approval of required payment-in-lieu of parkland dedication in this amount and their recommendation will be forwarded to the City Council with any consideration of the platting request. The parkland dedication aspects are under purview of the Park Board and the information is included as part of the Planning Commission report only for reference. The Planning Commission has no ability nor authority to modify or forgo any parkland dedication aspects.

As the property has frontage on Stearns County right-of-way, comments from Stearns County Highway Department will be included as part of any approving resolutions, and their certification of review and comments must be included with plat for recording when approved.

Staff is supportive of the preliminary and final plats as-submitted. As this request includes a public hearing component, the Planning Commission will need to hold the public hearing prior to any action on the request.

As this request is only for the platting of the property, and the public hearing related to the overall project and the associated Conditional Use Permit was held at previous October Planning Commission meeting, comments should be limited to the plat and additional comments related to the Conditional Use Permit will not be considered by staff.

Staff recommends approval of the preliminary plat with the following conditions:

1. Property is subject to requirement for payment-in-lieu of Parkland Dedication, as recommended by Park Board and established by City Council. Any required parkland dedication fees must be paid prior to affixing of City signatures upon the plat.
2. Property is subject to comments and requirements set forth by Stearns County Highway Department and associated certification of review. Provided that conditions of the preliminary plat are satisfied, staff recommends approval of the final plat.

Commissioner Zabinski had a question for Planning and Community Development Director Jon Noerenberg, I believe they are going to plat this as one single property? Their intent is not to use the northern portion of it? If they should decide to split this off in the future, then this would be considered a subdivision at that time?

Planning and Community Development Director Jon Noerenberg confirmed it is a single parcel and should they decide to split in the future it would be considered a subdivision. It would be separately handled and could potentially be a lot split. It would depend on the configuration and if it is split down the middle, if it meets the size, it could be handled administratively because it has already been platted previously but it would depend on exactly what they are looking at. To do something separate on that parcel, you heard them mention they may have something else in mind in the future. If they decided to sell the other portion to someone who wanted to do a restaurant on it, then they would have to have it on its own property. If Metro Bus wanted to add another building to the north portion of the property, that could potentially need an amendment to their Conditional Use Permit if it's anything more than a small shed, but they would not need to plat it or reconfigure it, but it depends on what they really want to do with it. The parkland dedication fee is assessed only at the first time of platting, they don't continue to pay each time the split or reconfigure it.

Ms. Danielle Rogers (Joe Belle Limited Partnership LLP), the owner of Joe Belle LP could not make it but he wanted me to let you all know we are excited about it and we support it and how important transit in general is for everybody.

Resident (did not identify name or address) stated she was concerned about the security. She stated she doesn't mind the apartments near her but is concerned about the Metro Bus facility being there as she lives alone.

Chairman Jansky stated they have security at the facilities and the last meeting they stated they were going to be very strict with it.

Motion by Commissioner Blonigen to close the public hearing. Seconded by Commissioner Kjer. Passed with all present. Public Hearing closed at 6:43pm.

Commissioner Zabinsky moved to recommend to the City Council to approve the preliminary and final plat of Metro Bus Western Transit Center, with the following conditions:

1. Property is subject to requirement for payment-in-lieu of Parkland Dedication, as recommended by Park Board and established by City Council. Any required parkland dedication fees must be paid prior to affixing of City signatures upon the plat.

2. Property is subject to comments and requirements set forth by Stearns County Highway Department and associated certification of review. Provided that conditions of the preliminary plat are satisfied, staff recommends approval of the final plat.

Commissioner Shorba seconded the motion. Passed with all present.

Planning and Community Development Director Jon Noerenberg stated there will likely be a meeting in December to hold the second Monday of the month for potential meeting.

Commissioner Blonigen moved to adjourn the meeting, seconded by Commissioner Zabinsky. Motion carried unanimously. Meeting adjourned at 6:47pm.

Tim Jansky, Chair

Jon Noerenberg, Planning & Community
Development Director

Agenda Item No. 8

Issue: Request of Virginia A. Schreifels Revocable Trust variance from Waite Park Ordinance Section 52.11, Subd. 6 to reduce minimum lot area in an A-1, Agricultural/Rural Residential property from ten (10) acres to two (2) acres for purpose of establishing a new parcel. The property is legally described as follows: 56.67 A. S2SE4 SE OF R SEC 22 & NW4NW4 W OF RD LESS CEMETARY & LESS 1.22 A. LESS .31 A. FOR HWY SECTION 26 TOWNSHIP 124 RANGE 029, ALL IN CITY OF WAITE PARK, STEARNS COUNTY, MINNESOTA.

BACKGROUND

This request has been submitted by Virginia A. Schreifels Revocable Trust, for a variance from City Ordinance Section 52.11, Subd. 6 relating to minimum lot area in the A-1, Agricultural/Rural Residential District to reduce minimum lot area from 10 acres to 2 acres. The property is legally described as 56.67 acres, part of the South Half of Southeast Quarter of Section 22, Stearns County, MN. The property address is 9182 County Road 138.

The request is being made to accommodate creation of a new parcel of approximately 2 acres for purpose of allowing the applicant's grandson and family to construct a new dwelling on the property and facilitate Ms. Schreifels to move to a patio home within Waite Park, which the applicant has advised is a much preferable living arrangement for her. The proposed 2-acre parcel would be similar in nature to other preexisting parcels in the immediate vicinity, which is unlike other situations that have been previously reviewed where 5-acre parcels were considered in areas in which there were no immediately-surrounding smaller parcels.

If the variance would be ultimately approved by the City Council, the property would then be platted accordingly, which would likely accommodate previous approval for sale of property and development of northern portion for approved landscaping company and residence. Platting is required prior to issuance of building permit, except in very limited circumstances associated with agricultural structures which would not apply in these circumstances.

Given that the request is to grant accommodations for an immediate family member, and the hardship being imposed is beyond the scope of control of the applicant (i.e. natural aging processes), staff is supportive of the request. The 2 acre allowance instead of the 10-acre standard requirement is reasonable in staff's opinion, given the nature of surrounding properties in the vicinity along County Road 138 and is in line with previous accommodations for sub-10 acre parcel creation to accommodate family needs in other Ag/Rural Residential zoning district areas.

In staff's opinion, practical difficulties have been established and justification for the variance exists. Staff does not believe that the variance would impart special privilege to the applicant or property and does not feel that granting of the variance would be detrimental to surrounding properties or diminishes their use or value. Staff is supportive of the request and recommends approval.

As this request includes a public hearing component, the Planning Commission will need to hold the public hearing prior to any action on the request.

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 any comments from the public and the applicant. After closing the hearing, the Planning Commission's action could be any of the following regarding the request:

1. Approval of the variance as submitted, or to a lesser degree (i.e. approval of a minimum lot area greater than requested 2 acres but less than the 10 acre ordinance requirement).
2. Denial of the variance, with findings of fact.
3. 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 60-day request review period as noted by State Statutes may be required.

STAFF RECOMMENDATION

City Ordinance Section 52.11, Subd. 6 relating to minimum lot area in the A-1, Agricultural/Rural Residential District to reduce minimum lot area from 10 acres to 2 acres.

SUGGESTED MOTION

Commissioner _____ moved to recommend to the City Council to *approve* or *deny* the City Ordinance Section 52.11, Subd. 6 relating to minimum lot area in the A-1, Agricultural/Rural Residential District to reduce minimum lot area from 10 acres to 2 acres to allow for creation of a new home upon the property following platting of parcel.

Commissioner _____ seconded the motion.

ROLL CALL

Commissioner Tim Jansky _____

Commissioner Bob Kjer _____

Commissioner Chris Shorba _____

Commissioner Bob Zabinski _____

Commissioner Don Blonigen _____

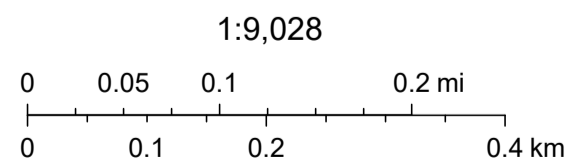
Motion (Approved) (Denied)

General Location Map - Schreifels Variance - February 2026

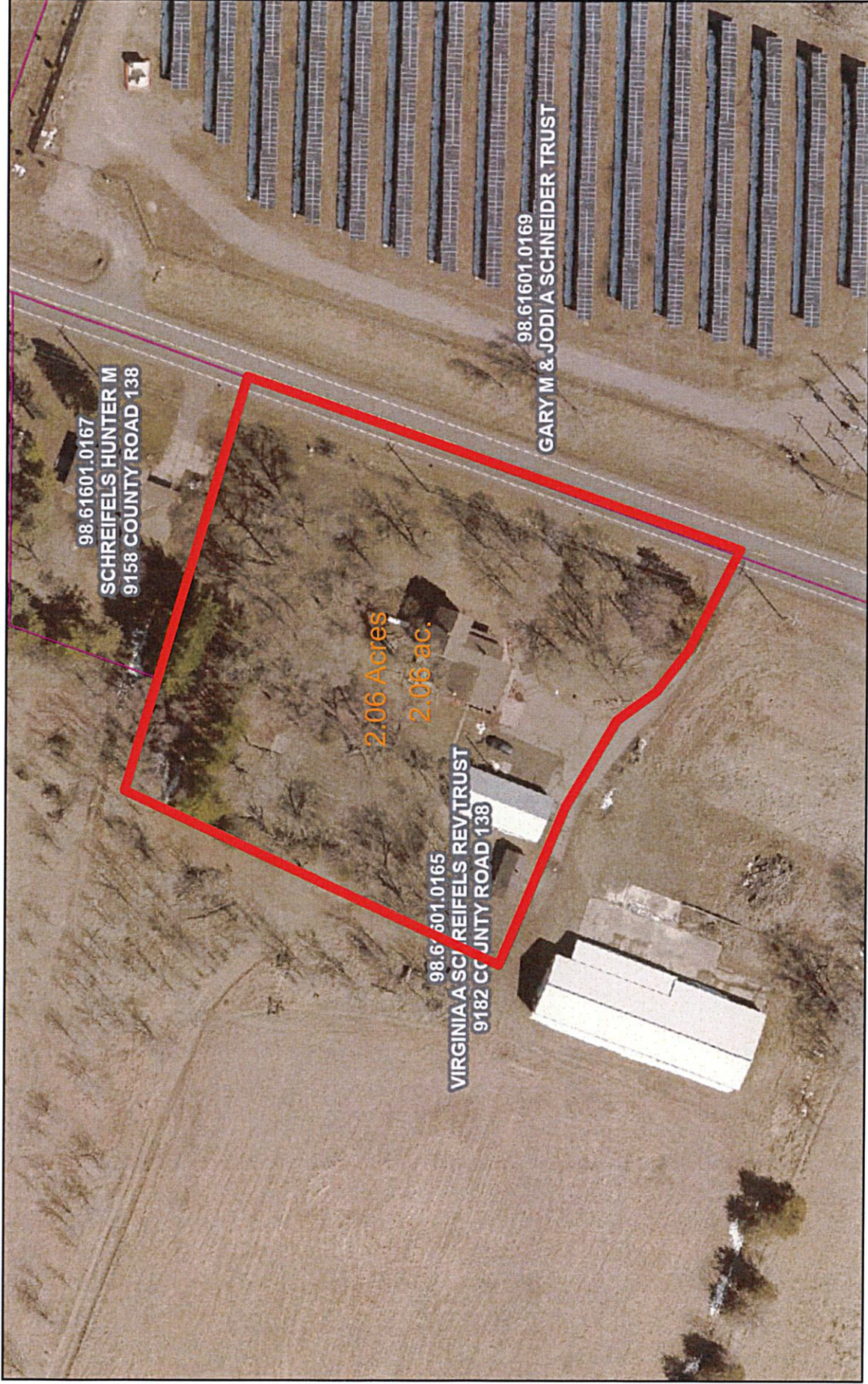


2/3/2026, 8:11:50 AM

 Stearns County Parcels



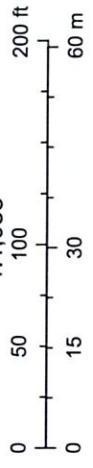
Virginia Schreifels Split - 2.06 Acres



November 13, 2025

Parcels

1:1,088



Map data © OpenStreetMap contributors, Microsoft, Facebook, Inc. and its affiliates, Esri Community Maps contributors, Map layer by Esri

The information in the map is not suitable for legal, engineering, or surveying purposes.



Planning Commission Variance Guidelines

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

Variance – Criteria for Approval

Subd. 5. Practical Difficulties.

A. Practical difficulties as used in connection with the granting of a variance means that:

1. The property owner proposed to use the property in a reasonable manner not permitted by the Zoning Ordinance;
2. The plight of the landowner is due to circumstances unique to the property not created by the landowner; and
3. The variance, if granted, will not alter the essential character of the locality.

B. Economic considerations alone do not constitute practical difficulties.

Subd. 6. Findings of Fact:

That the literal interpretation of the provisions of this Ordinance would deprive the petitioner of rights commonly enjoyed by other properties in the same district under the terms of this Ordinance.

- A. Is the variance in harmony with the purposes and intent of the ordinance?
- B. Is the variance consistent with the comprehensive plan?
- C. Does the proposal put property to use in a reasonable manner?
- D. Are there unique circumstances to the property not created by the landowner?
- E. Will the variance, if granted, alter the essential character of the Locality?

Agenda Item No.

Issue: Request of Robert W. Zabinski 2003 Revocable Trust for review of preliminary and final plat of Zabinski Acres Plat 3. The property is legally described as The South Half of the Northwest Quarter of the Southwest Quarter (S1/2 NW1/4 SW1/4) of Section 31, Township 124 North, Range 28 West, Stearns County, Minnesota (2705 CR 6 Vicinity)

BACKGROUND

This request has been submitted by Bob Zabinski to allow for review of preliminary and final plat of proposed Zabinski Acres Plat 3, a proposed new parcel in the A-1, Agricultural/Rural Residential District, to be located on the northern portion of what is currently the Zabinski property at 2705 County Road 6 and adjacent to the previously-approved Zabinski Acres Plat 2.

The applicant is pursuing potential sale of the property for eventual development for single-family home. Development of the home would not require specific approval provided it adheres to all standard applicable ordinances. No building permit could be issued for the property until the platting of the property occurs.

The preliminary and final plat of Zabinski Acres Plat 3 would separate a parcel of slightly less than 20 acres immediately to the south of the previously-approved Zabinski Acres Plat 2.

The property meets or exceed all criteria for the Ag/Rural Residential district. Staff is waiting on documentation from Stearns County Highway Department regarding their conditions of approval due to its frontage along a County road; any such requirements are incorporated as part of any consideration of the final plat by the City Council and the Highway Department certificate must be included with the plat copy for recording when ready.

The Park Board will need to review and make recommendation regarding payment-in-lieu of parkland dedication which is required at time of platting; their recommendation will be forwarded to the City Council with final staff reports and recommendations. The standard payment-in-lieu of parkland dedication for a single-family home is \$836 per parcel.

Staff Recommendations

Staff recommends approval of the preliminary plat of Zabinski Acres Plat 2, with conditions of approval as outlined. Based on compliance with conditions as set forth in preliminary plat, staff recommends approval of final plat.

As this request includes a public hearing component, the Planning Commission will need to hold the public hearing prior to any action on the requests (public hearing for both items may be held at same time).

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 – PRELIMINARY AND FINAL PLAT

Conduct the public hearing taking any comments from the public and the applicant. After closing the hearing, the Planning Commission's action could be any of the following regarding the requests:

Preliminary and Final Plat

1. Approval of the preliminary plat and final plat with conditions as presented.
2. Denial of the preliminary plat, with findings of fact.
3. 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 60-day request review period as noted by State Statutes may be required.

STAFF RECOMMENDATION – PRELIMINARY AND FINAL PLAT

Staff recommends approval of the preliminary plat with the following conditions:

1. Property is subject to requirement for payment-in-lieu of Parkland Dedication, as recommended by Park Board and established by City Council. Any required parkland dedication fees must be paid prior to affixing of City signatures upon the plat.
2. Property is subject to conditions of certifications as provided by Stearns County Highway Department with regards to County Right-of-Way on County Road 137.

Provided that conditions of the preliminary plat are satisfied, staff recommends approval of the final plat.

SUGGESTED MOTION – PRELIMINARY AND FINAL PLAT

Commissioner _____ moved to recommend to the City Council to *approve* or *deny* the preliminary and final plat of Zabinski Acres Plat 3, with the following conditions: _____

Commissioner _____ seconded the motion.

ROLL CALL

ROLL CALL

Commissioner Tim Jansky	Abstaining
Commissioner Bob Kjer	_____
Commissioner Chris Shorba	_____
Commissioner Bob Zabinski	Abstaining
Commissioner Don Blonigen	_____

Motion (Approved) (Denied)



NOTICE OF PUBLIC HEARING

January 26, 2026

Dear Resident/Property Owner,

The Waite Park Planning Commission will hold a public hearing at ISD 742 Administrative Offices, 1201 2nd St S, Door 5 (eastern side of building), at 6:30 pm or soon thereafter on Monday, February 9th, 2026 to hear the following request. **Please note change of typical meeting location due to City Hall and Public Safety Facility currently under renovation and expansion.**

**Request of Robert W. Zabinski 2003 Revocable Trust for review of preliminary and final plat of Zabinski Acres Plat 3. The property is legally described as The South Half of the Northwest Quarter of the Southwest Quarter (S1/2 NW1/4 SW1/4) of Section 31, Township 124 North, Range 28 West, Stearns County, Minnesota.

The request is being made to accommodate sale and development of potential new home upon the property.

You are receiving this notice as you live or own property within the notification area stipulated by State Law and/or City Ordinance.

Please share with neighbors in the event they did not receive a copy.

Please be advised that notices are sent as promptly as possible as part of established and required City application process in attempt to ensure that residents have adequate time to make arrangements to attend meeting if they choose; however, the City cannot account for delays in delivery being experienced by the United States Postal Service.

Please feel free to contact me with any questions or comments at (320) 656-8936 or jon.noerenberg@ci.waitepark.mn.us.

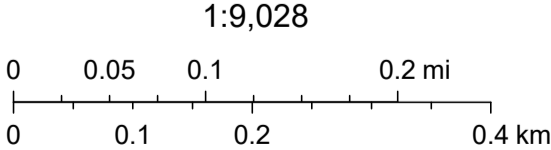
Jon Noerenberg, AICP
Planning and Community Development Director

General Location Map - Zabinski Acres Plat 3 - February 2026

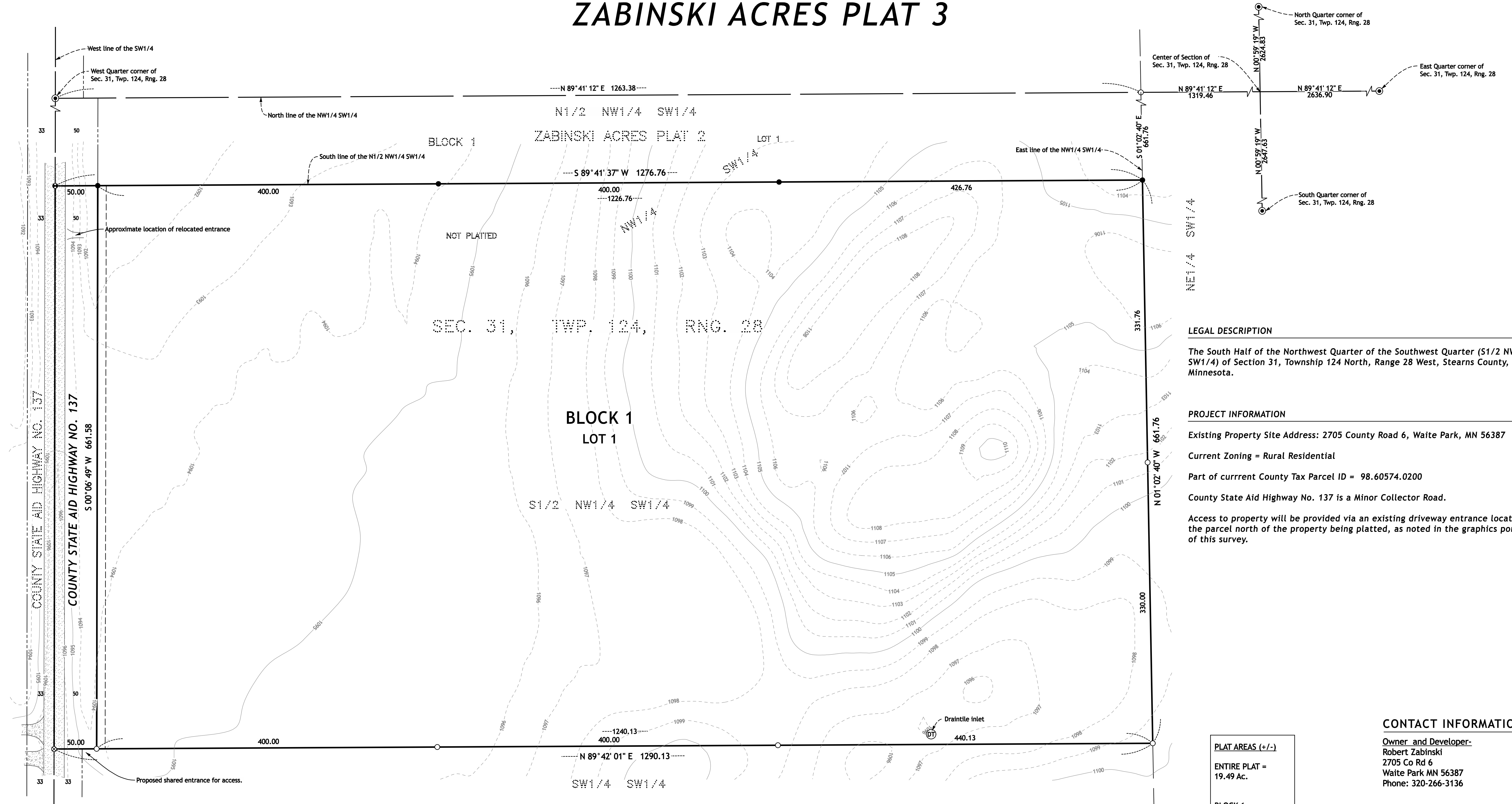


2/3/2026, 8:07:40 AM

 Stearns County Parcels



ZABINSKI ACRES PLAT 3



LEGAL DESCRIPTION

The South Half of the Northwest Quarter of the Southwest Quarter (S1/2 NW1/4 SW1/4) of Section 31, Township 124 North, Range 28 West, Stearns County, Minnesota.

PROJECT INFORMATION

Existing Property Site Address: 2705 County Road 6, Waite Park, MN 56387

Current Zoning = Rural Residential

Part of current County Tax Parcel ID = 98.60574.0200

County State Aid Highway No. 137 is a Minor Collector Road.

Access to property will be provided via an existing driveway entrance located on the parcel north of the property being platted, as noted in the graphics portion of this survey.

CONTACT INFORMATION

PLAT AREAS (+/-)

ENTIRE PLAT = 19.49 Ac.

BLOCK 1 - LOT 1 = 18.73 Ac.

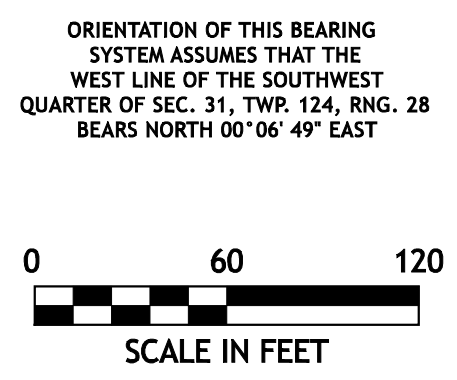
ROAD R/W = 0.76 Ac.

Owner and Developer:
Robert Zabinski
2705 Co Rd 6
Waite Park MN 56387
Phone: 320-266-3136

Land Surveyor:
Sam DeLeo
Kramer Leas DeLeo, P.C.
13 North 11th Ave.
St. Cloud, MN 56303
Phone: 320-259-1266

PROPERTY BOUNDARY MONUMENT LEGEND

- SET IRON PIPE WITH CAP STAMPED "DELEO 40341"
- ⊙ SET MAGNETIC "PK" NAIL
- ⊕ GOVERNMENT SECTION CORNER MONUMENT



NO.	REVISIONS SINCE INITIAL DATE OF	DATE

KLD
KRAMER LEAS DELEO
SURVEYING • ENGINEERING • PLANNING
BRAINERD ST. CLOUD

1120 Industrial Park Road
Brainerd, MN 56401
218-828-6333

13 North 11th Avenue
St. Cloud, MN 56303
320-259-1266

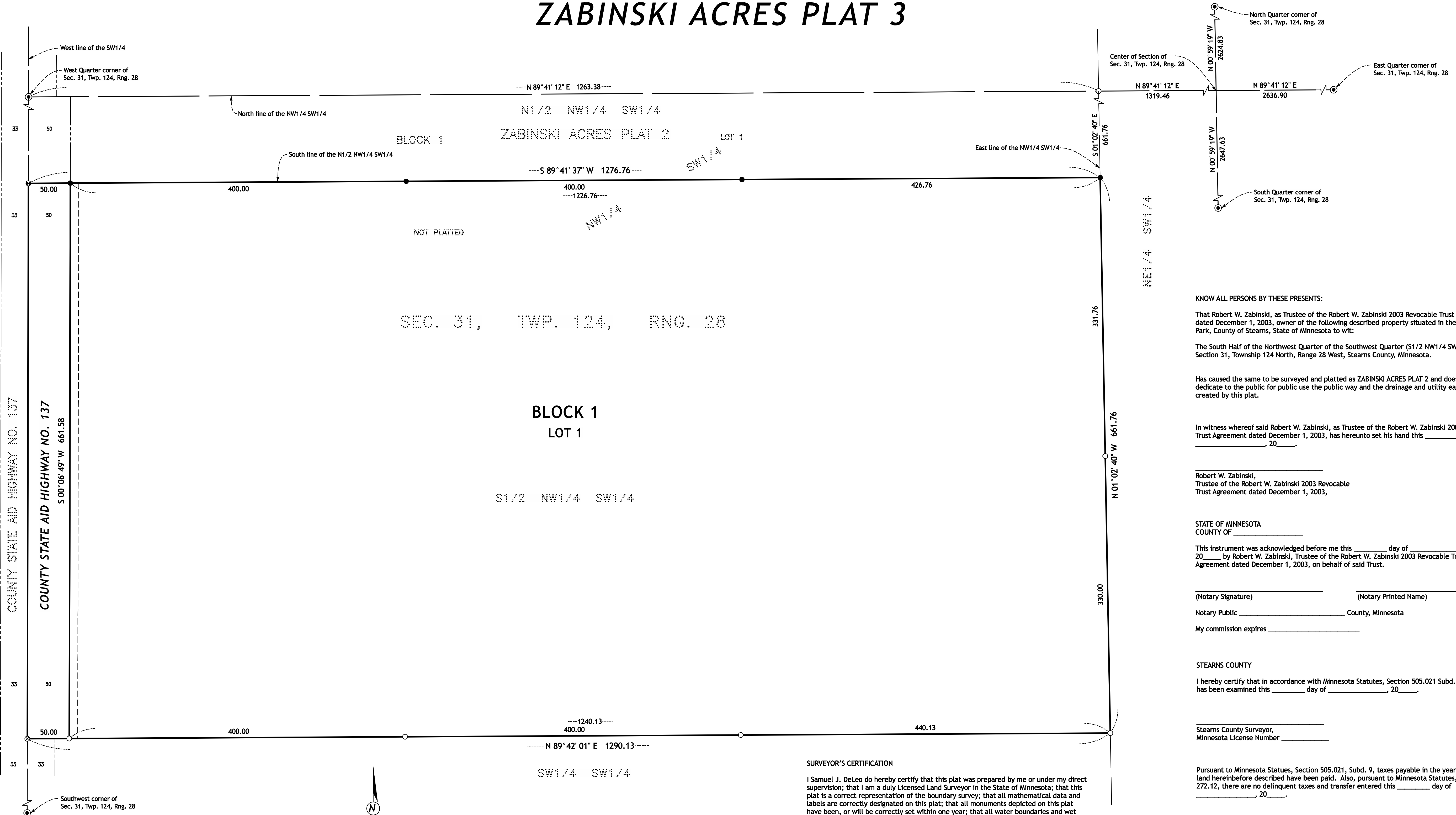
I HEREBY CERTIFY THAT THIS PLAN, SURVEY, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

Signature: *Samuel J. DeLeo* 01/21/2026
Samuel J. DeLeo, MN License No. 40341 Date

PROJECT NO. ZABIR2401

Preliminary Plat of
ZABINSKI ACRES PLAT 3
For property at: 2705 County Road 6
City of Waite Park, County of Stearns, State of Minnesota
Located in Section 31, Township 124 North, Range 28 West

ZABINSKI ACRES PLAT 3



PLAT AREAS +/-
 ENTIRE PLAT = 19.49 Ac.
 BLOCK 1 -
 LOT 1 = 18.73 Ac.
 ROAD R/W = 0.76 Ac.

KNOW ALL PERSONS BY THESE PRESENTS:
 That Robert W. Zabinski, as Trustee of the Robert W. Zabinski 2003 Revocable Trust Agreement dated December 1, 2003, owner of the following described property situated in the City of Waite Park, County of Stearns, State of Minnesota to wit:
 The South Half of the Northwest Quarter of the Southwest Quarter (S1/2 NW1/4 SW1/4) of Section 31, Township 124 North, Range 28 West, Stearns County, Minnesota.
 Has caused the same to be surveyed and platted as ZABINSKI ACRES PLAT 2 and does hereby dedicate to the public for public use the public way and the drainage and utility easement as created by this plat.

In witness whereof said Robert W. Zabinski, as Trustee of the Robert W. Zabinski 2003 Revocable Trust Agreement dated December 1, 2003, has hereunto set his hand this _____ day of _____, 20____.

Robert W. Zabinski,
 Trustee of the Robert W. Zabinski 2003 Revocable Trust Agreement dated December 1, 2003,

STATE OF MINNESOTA
 COUNTY OF _____
 This instrument was acknowledged before me this _____ day of _____, 20____ by Robert W. Zabinski, Trustee of the Robert W. Zabinski 2003 Revocable Trust Agreement dated December 1, 2003, on behalf of said Trust.

(Notary Signature) _____ (Notary Printed Name)
 Notary Public _____ County, Minnesota
 My commission expires _____

STEARNS COUNTY
 I hereby certify that in accordance with Minnesota Statutes, Section 505.021 Subd. 11, this plat has been examined this _____ day of _____, 20____.

Stearns County Surveyor,
 Minnesota License Number _____

Pursuant to Minnesota Statutes, Section 505.021, Subd. 9, taxes payable in the year 20____ on the land hereinbefore described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfer entered this _____ day of _____, 20____.

Stearns County Auditor / Treasurer _____ Deputy Auditor / Treasurer _____

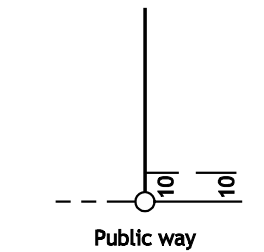
Tax Parcel Number: _____

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 _____, 20____, at _____ o'clock _____ M. as Document No. _____ in Plat Cabinet _____ No. _____.

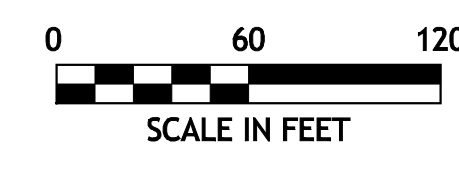
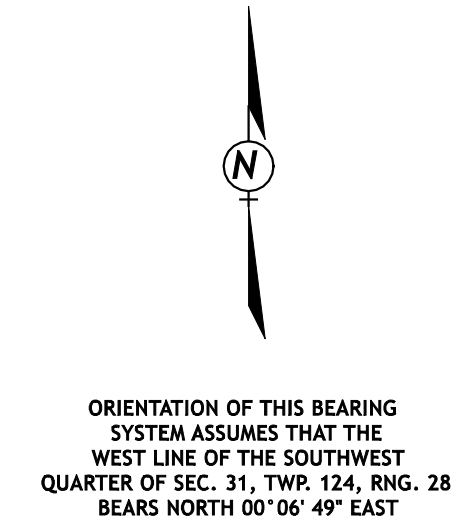
Stearns County Recorder _____ Deputy Recorder _____

- PROPERTY BOUNDARY MONUMENT LEGEND**
- SET IRON PIPE WITH CAP STAMPED "DELEO 40341"
 - ⊗ SET MAGNETIC "PK" NAIL
 - ⊙ GOVERNMENT SECTION CORNER MONUMENT

Drainage and utility easements are shown thus:



Being 10 feet in width and adjoining public ways, unless otherwise indicated on this plat.



WAITE PARK PLANNING COMMISSION
 This plat of ZABINSKI ACRES PLAT 3 was approved by the Planning Commission of the City of Waite Park, Minnesota, at a regular meeting thereof, on the _____ day of _____, 20____.

Chairperson _____

WAITE PARK CITY COUNCIL
 This plat of ZABINSKI ACRES PLAT 3 was approved by the City Council of the City of Waite Park, Minnesota, at a regular meeting thereof, on the _____ day of _____, 20____.

Mayor _____ Administrator / Clerk / Treasurer _____

SURVEYOR'S CERTIFICATION
 I Samuel J. DeLeo do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this _____ day of _____, 20____.

Samuel J. DeLeo, Licensed Land Surveyor
 Minnesota License Number 40341

STATE OF MINNESOTA
 COUNTY OF STEARNS

The foregoing Surveyor's Certification was acknowledged before me this _____ day of _____, 20____ by Samuel J. DeLeo, Licensed Land Surveyor, Minnesota License Number 40341.

Sidney Theis
 Notary Public Stearns County, Minnesota
 My commission expires January 31, 2027

