

**CITY OF SANDSTONE
PLANNING COMMISSION
April 11, 2018**

CALL TO ORDER

Members present: Steve Palmer, Andrew Spartz, Randy Riley, Cassie Gaede, Reese Frederickson, Rene Stadin
Members absent: None
Staff present: Council Liaison Peter Spartz, Administrator Kathy George
Others: County Commissioner Matt Ludwig, County Engineer Mark LeBrun

Chair Riley called the meeting to order at 7:05 p.m.

AGENDA – Motion Palmer, second Gaede, to approve the Agenda as presented. Motion passed 6-0.

MINUTES – Motion Palmer, second Spartz, to approve the minutes from the March 14, 2018 Regular Planning Commission Meeting. Motion passed 6-0.

PUBLIC HEARINGS:

- A. Conditional Use Permit – Pine County Government Center - The City received an application for a Conditional Use Permit (CUP) from Pine County for the construction of a new 12,000 square foot office building on their site, 1610 State Highway 23 North. The property is currently zoned Large Lot Rural. The Future Land Use Map shows it's proposed zoning to be Industrial. Neither wetlands nor floodplains are of concern.

Required setbacks: Front 40'; Rear 30'; Side 15'

Public administrative facilities are allowed in the Large Lot Rural District with a CUP. Administrator George stated that although this property has been used for public administrative facilities, there had never been a CUP process.

A notice of the Public Hearing was published in the 3/22, 3/29 and 4/5 editions of the *Pine County Courier*. The notice was also mailed to all property owners located within 350 feet of the subject property. No comments from the public have been received.

Building Inspector Richard Drotning has reviewed the application and accompanying documents and made the following observations:

- (1) *Parcels 45.0056.000 and 45.5530.000 need to be combined to meet property line setback distance for zoning, building, and Fire codes.*
- (2) *Exterior lighting is needed on the building and for the parking lot.*

City Engineer Greg Anderson reviewed the application and accompanying documents and made the following comments:

We've taken a look at the plans for the new county building. It appears that most of the site will be utilizing an already impervious area (a building used to be on this site and the new parking lots largely already exist). Therefore, there is only a small amount of new impervious surface being created and it doesn't meet the threshold for treatment per MPCA. It also appears that most of the site drains to other areas of county owned land and doesn't impact other parcels.

We would recommend the site utilize silt fence and biorolls installed to control runoff during construction.

We would agree with the County Engineer's site drainage and runoff assessment in their CUP application letter dated 3/15/18.

Chair Riley opened the Public Hearing and asked for comments from the public. County Engineer LeBrun stated that the County has been discussing various buildings for many years, looking to improve safety, functionality, and efficiency. He stated that this site has been used by the County since 1959 as a Public Works maintenance facility, with the later addition of office space. LeBrun stated that the County has never received any complaints from neighbors. There are approximately 50 employees on the property. The proposed new building will house the Health & Human Services staff and the Veterans Services staff. The existing building will house the Soil and Water Conservation District, the Land Department, and the Sheriff's Department who are currently located in the John Wright Building, which will likely be offered for sale. If it doesn't sell, the County may try to repurpose it. LeBrun stated that mold issues have been dealt with, but the building did not function well due to changes in requirements for confidentiality, safety, privacy, etc.

LeBrun stated that the County has looked at other sites for the placement of the proposed building; however, the proposed location is the best option. He stated that Sandstone is centrally-located in the County and is one of the bigger cities. The building and the employees will be an asset to the community. The County plans to better organize the existing uses on the property. The new building will have a brick exterior with some glass portions and can be used as a backup emergency operations center. The building will be sprinkled. There will be sidewalk and lighting all around the building. There will be a meeting room that can seat up to 100 people. The County's Planning Commission will meet there on a monthly basis. The County Board will hold one meeting there each month as well.

Parking was discussed. This has been a problem in the past, with not enough parking available to accommodate large meetings. LeBrun stated that employees will park on the east side of the new building. The County is working with MN DOT on the possibility of adding another entrance onto the property, which could mean that the Sheriff vehicles would park on the north side of the existing HHS building. There are currently 50 parking spots on the property. When this project is finished, there will be 79 parking spots.

LeBrun stated that the County plans to start advertising for bids next week, with bid opening on May 15th. He realizes that the Planning Commission's recommendation will go to the Council at their May 2nd meeting for final action.

With no further comments offered from the public, **motion by Spartz, second by Palmer, to close the Public Hearing. Motion passed 6-0.**

Commissioners made the following findings:

1. The use **will not** create an excessive burden on existing parks, schools, streets and other public facilities that serve or are proposed to serve the area.
2. The use **is** sufficiently compatible or separated by distance or screened from adjacent residentially zoned or used land so that existing homes will not depreciate in value and there will be no deterrence to development of vacant land.
3. The structure and site appearance **will not** have an adverse effect upon adjacent residential properties.
4. The use **is**, in the opinion of the Planning Commission, reasonably related to the overall needs of the city and to the existing land use.
5. The use **is** consistent with the purposes of the zoning ordinance and the purposes of the zoning district in which the applicant intends to locate the proposed use.
6. The use **is not** in conflict with the comprehensive plan.
7. The use **will not** cause traffic hazards or congestion.
8. Adequate utilities, access roads, drainage, and necessary facilities **are** being provided.

Commissioners stated that the proposed building will be a nice addition to the property. Commissioner Frederickson stated that he is abstaining from the discussion because, as the County Attorney, he represents the County on all legal matters.

Motion Spartz, second Palmer, to recommend the City Council approve the Conditional Use Permit for Pine County to construct a new 12,000 square foot building at 1610 State Highway 23 North with the following conditions:

- (a) Lots 45.0056.000 and 45.5530.000 must be combined; and
- (b) There must be adequate exterior lighting on the building and for the parking lot.

Motion passed 5-0 with Frederickson abstaining. This recommendation will be taken to the May 2nd Council Meeting for final action.

OLD & CONTINUING BUSINESS:

- A. Zoning Ordinance Update – Last month, the Planning Commission discussed the Traditional Residential District. There were a couple of follow up items:

- (1) Commissioners had decided to add Air B&B's and Small Engine & Related Equipment Repair as Interim Uses in this District. Staff is researching appropriate language and will bring that back to the Commission for review.
- (2) Commissioners questioned the minimum residential living space for duplex housing units, which is currently 1,300 sf. The concern was that each unit's living space would only be 650 sf. Preference was stated to be closer to the 900 sf minimum for single family residences.

Staff looked at the minimum required in some other communities:

Pine City just has one requirement for all dwellings: they must be at least 18 feet wide and at least 30 feet long, for a total sf of 540.

Hinckley has a minimum of 860 for a 3-bedroom; 720 for a 2-bedroom; and 600 for a 1-bedroom.

Lindstrom has a minimum of 840 per dwelling unit.

Underwood has a minimum floor area of 900 sf for all single and two-family dwellings.

Staff recommends the Planning Commission consider: "Minimum residential living space for single family and two-family residences: 900 square feet".

Commissioners agreed but added "900 square feet **per unit**".

The Planning Commission reviewed and discussed the Historic Downtown District, which is defined in the Comprehensive Plan as follows:

The downtown core district provides an area which encourages the historic patterns of development and buildings of the downtown. Recognizable features of this area include zero-lot line development and single-story retail, as well as historic architectural design and iconic landmarks and businesses. The presence of Train Park and the railroad as well as "the Rock" (old school) building all add to the sense of place in the downtown district. Preservation of the historic buildings is encouraged with similar and compatible design elements to be used for infill in the district. This core area is envisioned as a traditional main street business corridor with some mixed-use as the need for higher density residential evolves. Uses in this District should maintain the traditional feel of this central commercial area; and should encourage visibility of historic features while also allowing for redevelopment or rehabilitation of vacant and underutilized sites. Residential apartments should be encouraged above the first-floor businesses.

This District takes the place of CBD Central Business District (B-1) in the current City Code:

515.19. Central business district (B-1). Subdivision 1. Purpose. This district is designed as a specialized district directed to serve pedestrians in a compact central area of the city. This district allows high-density shopping and business stressing the pedestrian and interaction of people and businesses rather than being heavily oriented toward the use of the automobile.

Current Permitted uses.

- a) Commercial businesses offering goods or services to the public, including:
 - Retail establishments such as groceries, bakery, department stores, hardware stores, drugs, clothing, and furniture stores
 - Personal services such as laundry, barber, shoe repair and photography studios
 - Eating establishments including restaurants, cafes, supper clubs
 - Professional services such as medical, dental, chiropractors, architects, and attorney offices
 - Repair services such as jewelry, radio, and television repair shops
 - Banks, finance, insurance, and real estate services
 - Entertainment and amusement services such as theatres, bowling alleys, art galleries, and similar uses
- b) Public and non-profit owned buildings such as post offices, government buildings and similar uses.
- c) Private clubs.
- d) Parking lots, garages, bus depots. **Commissioners determined to move “Parking lots” and “garages” under Current Accessory Uses; and to move “bus depots” under Current Conditional Uses.**
- e) Essential services.
- f) Lumber yards. **Commissioners decided to remove “Lumber yards” from the Historic Downtown District.**
- g) On and off sale liquor establishments.

Current Accessory uses.

- a) Unheated buildings and structures for a use accessory to the principal use but such use or structure may not exceed 30% of the gross floor space of the principal use.
- b) Off-street parking as regulated by this section but not including semi-trailer trucks. **Commissioners would like to see “storage pods” allowed on a temporary, time-limited basis. Staff will research appropriate language and bring it back for discussion.**
- c) Off-street loading.
- d) Signs subject to regulations in section 415.

Current Conditional uses.

- a) Apartments provided they are located above the first floor.
- b) Auto sales and services, auto repair excluding auto body shops. **Commissioners determined that these uses are more appropriate for the Highway Mixed Use District.**
- c) Light industry, such as printing, that requires direct contact with the public. **Commissioners determined that these uses are not appropriate for the Historic Downtown District.**
- d) Wholesaling. **Commissioners determined that this use is not appropriate for the Historic Downtown District.**
- e) Towers for amateur radio operators and towers/antenna on churches, governmental buildings and schools (see section 517). **Commissioners questioned whether this is necessary, since these are regulated by City Code 517. Staff will do some research and report back to the Commission.**
- f) Adult establishments (see section 1165). **Commissioners determined that this use is not appropriate for the Historic Downtown District.**

Additional uses discussed include day care centers, churches, and pawn shops. Day care centers can be appropriate, depending on the property. They could be considered under Conditional Uses. It is thought that churches have to be allowed; staff will research this further and report back to the Commission. Pawn shops are an appropriate use in the Historic Downtown District. Many communities have adopted additional regulations for pawn shops; staff will bring this information back to the Commission as well.

Current Performance standards.

- a) Minimum lot size: No requirement
- b) Front, side and rear yard requirements: A permitted or conditional use including accessory uses in the B-1 District must have a rear yard of not less than ten (10) feet when such use is abutting any alley, or ten (10) feet on any side facing an alley, which yard may be used only for access to the use or for landscaping purposes.

Commissioners discussed where the logical divide would be between the Historic Downtown District and the Highway Mixed Use District. Specifically, whether the west side of Main Street / Highway 23 should be Historic Downtown District or Highway Mixed Use District. Commissioners and Staff will take a closer look at this area between now and the next Planning Commission meeting. The Highway Mixed Use District will be discussed in more detail at the next meeting as well.

NEW BUSINESS:

- A. Whole Community Disaster Planning – Administrator George reported that she, Commissioner Steve Palmer, and Council Member Val Palmer recently attended a Whole Community Long-Term Recovery from Disaster Workshop offered by the

Initiative Foundation. The purpose of the workshop was to prepare local community leaders to lead their communities through long-term recovery from disasters, both natural and manmade. Long-term recovery is the term used to describe the efforts that need to occur after all the emergency response people have left the disaster area.

This workshop was basically an introduction to the concept. The next step is for the community to set up a core team of 6-10 key individuals who will go through training together. Some more likely disasters for this area include tornadoes or storms with high winds, that type of thing. There is no cost for the training.

The initial team orientation training is 7 hours and can be conducted on a Saturday. However, it must occur prior to June 30th. The Administrator suggested the Planning Commission would make a good core group to take advantage of this opportunity, pulling in perhaps Council Members Devlin and Franklin, and EDA Member LaBounty. Commissioner Palmer suggested a chaplain also be on the team. Commissioners Palmer, Gaede, Riley and Frederickson all expressed interest in participating. Separate correspondence will be sent out to each person in an attempt to schedule a date for the training that will work for most.

OTHER: None

ADJOURN: Motion Spartz, second Gaede, to adjourn. Motion passed 6-0. Time 8:45 p.m.

Respectfully Submitted,
Kathy George, City Administrator