

## PROCEEDINGS OF THE ST. CLOUD PLANNING COMMISSION

A meeting of the St. Cloud Planning Commission was held on Tuesday, July 14, 2015, at 6:00 p.m. in the City Hall Council Chambers.

**ROLL CALL:** Members present were Anderson, Andzenge, Ballantine, Larson and Radaich. DeVine was absent. City Council representative Goerger was absent. Staff present were Matt Glaesman and Ashley Skaggs.

**OPEN FORUM:** No one was present to speak.

### Consent Agenda:

**APPROVAL OF STAFF REPORTS FOR JULY 14, 2015 AS PART OF THE OFFICIAL RECORD  
APPROVAL OF MINUTES FROM THE JUNE 9, 2015 PLANNING COMMISSION MEETING  
ACTION TAKEN:** Ballantine/Anderson/Approved (4-0-1, Andzenge abstained)

### New Business:

**VAC-2015-03 / RONALD & DEBRA BAUER / 5962 & 5968 RIVERS EDGE DR  
ACTION TAKEN:** Anderson/Andzenge/Approved (5-0)

Glaesman explained a request to vacate a 10' wide drainage and utility easement located on a common lot line to accommodate a potential home being constructed over the easement. The easement is centered on the property line that separates Lots 2 and 3, Block 3, Sauk River Estates Plat 2. The easement was created when the property was platted; however, there are no utilities in the easement. In May 2015, planning staff notified Stearns County that the two lots could be combined into a single zoning lot. Staff recommends approval of the request.

Anderson made a motion to approve the vacation request. The motion was seconded by Andzenge and carried unanimously.

**VAC-2015-04 / BRAD SMITH ON BEHALF OF JBERD / 1044 & 1048 33<sup>RD</sup> ST S  
ACTION TAKEN:** Anderson/Ballantine/Approved (5-0)

Glaesman explained a request to vacate 10' wide and 15' wide drainage and utility easements located on Lots 4 and 5, Block 1, Zinken Addition to accommodate a possible building addition. There are several private utility lines that are located within the easements and where the proposed building expansion is located, which will have to be relocated at the property owner's expense. Staff recommends approval of the request.

Anderson made a motion to approve the vacation request. The motion was seconded by Ballantine and carried unanimously.

**KENSINGTON PATIO HOMES PLAT 4 / ROBERT KLAPHAKE ON BEHALF OF WOODLAND HOMES  
ACTION TAKEN:** Radaich/Andzenge/Approved (5-0)

Glaesman explained a request to plat the next phase of the Kensington Patio Home development. The plat is proposed to extend the existing private drive from the north into a 96' diameter cul-de-sac and create nine lots for single family detached homes. Staff recommends approval of the request.

Radaich made a motion to approve plat. The motion was seconded by Andzenge and carried unanimously.

**PROTECTION OF NON-CONTRIBUTING STRUCTURES IN HISTORIC DISTRICTS**

ACTION TAKEN: None

Glaesman explained that at the June 2015 Heritage Preservation Commission meeting, the HPC asked the Planning Commission to consider amending the Land Development Code in regards to the demolition of non-contributing structures within historic districts. The HPC was specifically concerned with the impact of the demolition of detached garages and its relation to changes in density. Glaesman offered possible directions including requiring HPC board approval for all demolition requests or amending language in the ordinance to prohibit the demolition of structures except for certain instances. A third option would be to amend the bulk use standards for the R3/R3A districts.

Commissioners discussed at length possible changes to meet the goals of the HPC. Radaich commented that he is comfortable with the process as it is, and he does not see the need for a change in the ordinance. Anderson and Ballantine expressed interest in opening a discussion regarding the R3/R3A bulk use standards. Glaesman recommended discussing the available options with the HPC. Staff would then return to the Planning Commission with draft language for discussion.

**RECOMMENDATION REGARDING ADOPTION OF AN INTERIM ORDINANCE ESTABLISHING A MORATORIUM ON RENTAL HOUSING CONVERSIONS**

ACTION TAKEN: Ballantine/Anderson/Approved (4-1, Andzenge opposed)

Glaesman explained a request from City Council for a recommendation regarding adoption of an interim ordinance establishing a moratorium on single-family residential rental conversion. The intent of the interim ordinance is to protect the planning process and the health, safety and welfare of citizens during the preparation and consideration of several core neighborhood activities, including the Comprehensive Plan Update, enterprise-wide technology improvements and evaluation of the appropriateness of a local ordinance following the Supreme Court's decision regarding the City of Winona's rental density ordinance.

Commissioners discussed the pros and cons of an interim ordinance of this nature and some possible exceptions to the moratorium. Andzenge stated he did not believe a moratorium was justified. Ballantine made a motion to recommend to City Council the adoption of a moratorium on rental housing conversions. The motion was seconded by Anderson and carried (4-1, Andzenge opposed).

**2016 PLANNING & ZONING DEPARTMENT BUDGET**

ACTION TAKEN: Ballantine/Andzenge/Approved (5-0)

Glaesman presented the 2016 Planning & Zoning Department budget. Changes include an increase in personal services due to city-wide negotiated wage increases and higher benefit costs and an estimated revenue increase.

Anderson proposed a per diem for board members to incite more interest for serving on public advisory boards. Larson agreed that the incentive should be small enough that it is not the reason to serve, but enough that a member is compensated for expenses such as travel. Commissioners agreed to discuss the possibility of a per diem in the future.

Ballantine asked about the increase in fund revenue. Glaesman noted that the increase is anticipated due to volume increase and not fee increases. Ballantine stated he is opposed to fee increases unless they are substantially justified.

Andzenge noted that he has greatly benefited from attending conferences and learning from other communities. He would like to see a training budget increase in the future.

Ballantine made a motion to approve the 2016 Planning & Zoning Department budget as proposed. The motion was seconded by Andzenge and carried unanimously.

**Old Business:**

**2015 COMPREHENSIVE PLAN UPDATE**

ACTION TAKEN: None

Glaesman noted that there will be an open house on Thursday, July 23 at River's Edge Convention Center. This will be an opportunity for the public to see a first draft of documents related to the Comprehensive Plan Update.

**Adjournment:** There being no further business, the meeting was adjourned at 7:09 p.m.