

Pursuant to due call and notice thereof a meeting of the Planning Commission in and for the City of Albany, Stearns County, Minnesota, was called to order by Acting Chairman Jon Stueve at 6:30 o'clock in the evening on Monday, April 19, 2021, in the Council Room at 400 Railroad Avenue for the said City.

Other Planning Commission members present for the meeting were: Allison Dudek, Joseph Wedel, and Bill Scepaniak. Will Seiler was absent. Councilor Adam Rushmeyer, Liaison, was present for the meeting. Others present were Jeremy Mathiasen, City Engineer with the firm of Stantec, Inc., St. Cloud, MN, Jack Ramler, and Greg Ramler, Ramler Cold Storage, LLC.

Mr. Schneider welcomed and introduced William "Bill" Scepaniak, Jr., as a new Planning Commission member who was appointed to the Commission by the Council at the February 3, 2021 Council meeting. Mr. Schneider noted the position is for a five-year term.

Acting Chairman Jon Stueve called for nominations for the position of Chairman and Acting Chairman of the Planning Commission for the year 2021. Mr. Wedel recommended Mr. Stueve be appointed Chairman and hearing no others, a motion was made by Joseph Wedel and seconded by Allison Dudek to approve Jon Stueve as Chairman of the Commission. All voted for the motion and it carried. Mr. Wedel recommended Ms. Dudek to be appointed as Acting Chairman and hearing no others, a motion was made by Joseph Wedel and seconded by Jon Stueve to approve Allison Dudek as Acting Chairman of the Commission. All voted for the motion and it carried.

Chairman Jon Stueve called for any additions or corrections to the minutes of December 29, 2020 and hearing none declared them approved.

Greg Ramler appeared before the Commission to inform the Commission they would like to begin some general site grading on their three-acre lot adjacent to 14th Street and west of their current cold storage warehouse that abuts 13th Street for the purpose of constructing a cold storage warehouse in the future and to provide immediate semi-trailer parking. Mr. Ramler noted the grading and drainage plan prepared by SEH engineering includes, but not limited to, a storm water pond, drainage/grading plan, water/sewer service, and a driveway access over the Lake Wobegon Trail. Mr. Ramler noted the maximum impervious area allowed for the property is 1.55 acres or 53% of the lot. Mr. Mathiasen presented to the Commission his comments and response received from SEH in bold print:

- 1) The Project location leader is point to the previous improvement project from 2019. **Addressed.**
- 2) There is an existing 15' ingress and egress easement along the north property line that should be shown on the plans. **This easement has been added to the plan set.**
- 3) The proposed sanitary sewer invert at the west property is missing a decimal point. **Addressed.**
- 4) There is a typo in the pedestrian trail labels. **Addressed.**
- 5) The sanitary sewer and water lines shown on the utility plan will be considered private utilities, starting from the mains in 13th Street. The owner will be responsible for any maintenance or replacement needed, including the hydrant. **The owners are in agreement with the utilities being private.**
- 6) The proposed hydrant lead crosses the sanitary sewer service line at similar elevations, assuming the water line is installed 8-feet below the surface. Consider a new location for the hydrant so it doesn't need to cross the sewer service, perhaps installing the hydrant lead to the north. **The hydrant has been relocated.**
- 7) If the proposed building is to be sprinkled, please verify that the 6-inch service will be sufficient to provide the necessary flows and pressure. If a larger line may be needed, consideration should be given to extending an 8-inch line from the existing main behind the 13th Street curb, near the south end of the Ramler property straight west to the 14th Street right of way. This may provide an opportunity for the adjacent properties to tie into the line, sharing the costs, and having the water line be maintained by the City. The future building will be sprinkled. **I am still working on a confirmation of the water service size.**
- 8) Both utility crossings and open cut excavations shall be approved in writing by Stearns County prior to installation. **I have been in contact with Ben Anderson, Parks Director, at the County. They are working on an agreement.**

- 9) A site lighting plan was not provided with the submittal. Please note that any future lighting on site or attached to the proposed building must be down-cast and not encroach onto neighboring properties. **The owners agree with this type of lighting.**
- 10) The existing 14th Street roadway may be extended north at some point in the future, providing additional access to the Ramler property and adjacent properties. A cul-de-sac or something similar could be constructed near the southwest corner of the Ramler property. This should be considered when planning for the new building and parking lot. **At this point, the owners plan to use this lot as a gravel pad to park trailers for now (as shown on the plans). They will finalize the exact building dimensions with the City over the next year and will also keep the future street improvements in mind when sizing the building.**
- 11) Proposed swale grades of 0.5% should be increased if possible, to a minimum of 1%. Adjusting the swale to 1% added a significant amount of fill to the site. **After a discussion with the owner, they agree with leaving the swales at 0.5%. They understand that the swales will remain wet awhile longer after rainstorms have ended due to the low grade.**
- 12) Catch Basin protection should be added to the 13th Street CB's to avoid sediment from being washed into the City storm sewer. **Addressed.**
- 13) Sediment tracked onto 13th Street must be picked up within a reasonable time and prior to rainfall events. **Note added to plans.**
- 14) The SWPPP shows North Lake as a downstream receiving water of the project. The storm sewer drains south to CR 157 ditch and eventually down through the golf course. **Addressed.**
- 15) The proposed impervious surface shown in the SWPPP is 1.84 AC which differs from the Drainage memo that shows 1.55 acres. Please adjust as necessary. **Addressed.**
- 16) The minimum orifice diameter should be 6". Please update the detail in the plans and in HYDORCAD for the new pond modelling. **Addressed.**
- 17) Recommend adjusting the pond outlet structure so that the orifice is not on the bottom of the structure. Typically, a 2-foot minimum of depth below the orifice helps to avoid plugging. We reviewed the design of the structure. **We moved the orifice up 2' from the current normal water level, however this caused the offsite flows to increase and made the current pond unusable. A sump was added to the outlet structure instead to help with any sediment that may cause plugging on the orifice.**
- 18) Please identify the water quality calculations that demonstrate pollutant reduction of at least 60% for TP and 80% for TSS. **Information added to the drainage report.**
- 19) The Depression, or 3P in the modelling was never constructed with the previous project. Please update the model to determine or show the actual volume/rates draining towards the trail ROW. **The model has been updated to show runoff to the north ROW. According to previous topo, this area sheet flows to the north ROW as mentioned.**
- 20) The SE quarter of the proposed aggregate base area appears to be draining east and then south to the adjacent property. It doesn't appear that this square footage is included in P1 heading south. Please update accordingly, if needed. **The area mentioned was modeled as "unconnected roof" with a CN of 98. This area was included.**
- 21) The summary for the new pond (1P) shows an 8-inch outlet pipe, the plans show a 12" pipe. **Addressed.**

After due discussion, a motion was made by Joseph Wedel and seconded by Allison Dudek to recommend to the Council to approve the grading and drainage plan including comments submitted by the City Engineer for the proposed development of their three-acre site adjacent to 14th Street and west of their current cold storage warehouse that abuts 13th Street. All voted for the motion and it carried.

Councilor Adam Rushmeyer informed the Commission of the following two capital improvement projects: 1) 2021 Capital Improvements: Lake Avenue (from 3rd Street to 6th Street, 3rd Street, 4th Street, 5th Street (each between Lake Avenue and Forest Avenue), Church Avenue (from 2nd Street to 5th Street), and trunk storm sewer replacement west of 7th Street and north of Shamrock Lane. Project cost is \$1,730,000 and 2) 2022 Capital Improvements: 1st Street (TH 238) from Railroad Avenue to 1st Street Alley, and sidewalk improvements along 8th Street (TH 238) and Shamrock Lane. The plans and specifications, no roundabout design, will be submitted to the Council in the near future and construction is proposed to begin in the spring of 2022.

Mr. Schneider presented to the Council the following updated board members and terms:

<u>Name</u>	<u>End Dec. 31st.</u>
• William Scepaniak, Jr.	2025
• Allison Dudek	2024
• Will Seiler	2023
• Joseph Wedel	2022
• Jon Stueve	2021

Mr. Schneider informed the Commission the City’s Economic Development Authority (EDA) consists of five board members which includes two from the Commission. Mr. Schneider noted Mr. Stueve is currently a member of the EDA and one other member needs to be appointed to the EDA. After due discussion, a motion was made by Jon Stueve and seconded by Joseph Wedel to recommend to the Council to appoint Bill Scepaniak to the City’s EDA. All voted for the motion and it carried.

Mr. Schneider informed the Commission the number of vacant lots shovel ready for new home construction in the following residential subdivisions: Whispering Oaks at Two River (10), Albany Golf Vistas (12), Trails Edge (5), The Highlands Two (4), and The Highlands Three (1). Total vacant lots year-to-date 32. Mr. Schneider also noted in the last five years the City issued 37 new home permits and to date 6 permits have been approved.

The Commission took notice of a notice received by the Stearns County Assessor’s office outlining the changes to the classification of short-term residential rental properties. Mr. Schneider informed the Commission the new law defines a qualifying short-term rental property as the following: 1) rented for periods of less than 30-consecutive days, 2) containing fewer than four units, 3) rented for more than 14-days in the preceding year, and 4) non-homesteaded. Mr. Schneider noted in larger cities where there is tourism, lakes, state parks, etc., property owners have been renting out their home and/or cabin as a Vacation Rental by Owner (VRBO) or short-term rental. Mr. Schneider noted the zoning ordinances does not exempt short-term rental from license requirements, so the residence should be inspected and licensed just like any other, even where owner occupied. Mr. Schneider also noted the City may want to exempt owner occupied from the licensing requirement as they don’t pose the same concern as purely rental dwellings do, such as loud parties, property damage, traffic/parking issues, property upkeep, etc. Mr. Schneider noted we don’t have an issue in the City, but wanted the Commission to be aware of the practice and new classification. Chairman Jon Stueve, with the consensus of the Commission, noted no action is required at this time, but directed Mr. Schneider to keep the Commission posted if this use becomes an issue in the future.

The Commission took notice of the City’s Future Land Use map, for that acreage lying outside the City limits which is readily available for municipal water and sewer services. Mr. Schneider presented to the Commission the following areas proposed for future growth: 1) commercial and industrial development south of Interstate 94/east and south of Wells Concrete, and 2) residential growth to the north, west and east along County Rd. #54. Mr. Schneider noted there are areas outside the City limits near the Albany Pioneer grounds or east of State HWY 238/Co. Rd. #10 from a City standpoint it may make sense not to object to requests by property owners to allow larger lots with private well and septic systems being the cost of municipal infrastructure (water/sewer) is not justifiable for a development. Mr. Schneider noted the future residential development designation on the Land Use map only allows up to 5-units per net acre and questioned if the Commission would consider increasing the units per net acre to 18 or 20 to allow for the construction of multi-family dwellings (dwelling of 3 or more units). Chairman Jon Stueve, with the consensus of the Commission, no changes will be considered at this time, but directed Mr. Schneider to contact other nearby cities to determine how many units per net acre they allow.

Chairman Jon Stueve adjourned the meeting at 7:30 PM.

Tom Schneider
 Clerk/Adm.

