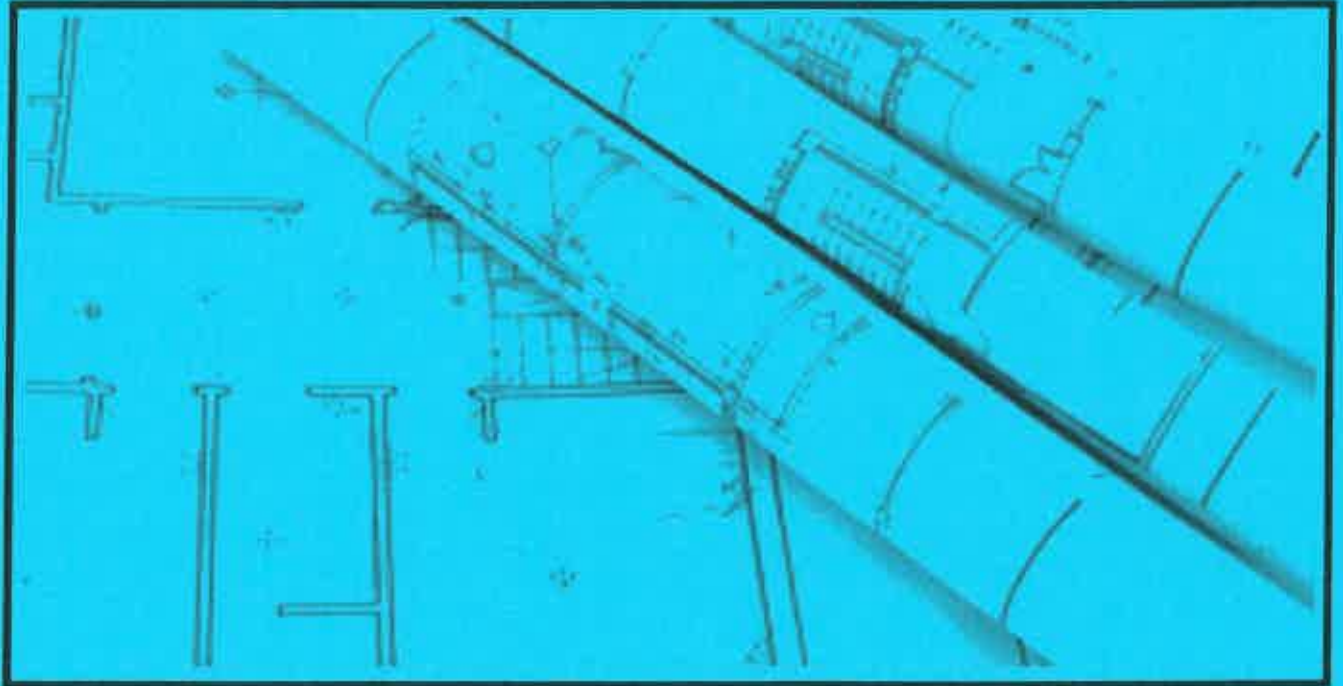


# 2017



**SAUK CENTRE PLANNING COMMISSION  
REGULAR MEETING  
TUESDAY APRIL 11, 2017  
4:30 P.M.**

**Sauk Centre Planning Commission  
Regular Meeting  
Tuesday, April 11, 2017 – 4:30 P.M.**

**AGENDA**

1. Call to Order/Roll Call/Pledge of Allegiance
2. Approval of Agenda
3. Approval of Minutes
  - a. March 14, 2017 Regular Meeting **(P. 1-2)**
4. Reports/Presentations
  - a. March 2017 Monthly Building Report & First Quarter Zoning Permits **(P. 3-6)**
5. Public Hearings
  - a. Ordinance Regulating the Use & Location of Cargo Containers **(P. 7-14)**
6. Action Items/Appeals
  - a. Amend Developers Agreement – Alliance Building Corporation **(P. 15-26)**
  - b. Ordinance Regulating the Use & Location of Cargo Containers **(P. 27-31)**
7. Unfinished Business
8. New Business
9. Informational Items **(P. 32-90)**
  - a. Stearns County Memo
  - b. Scrap Metal Clean Up Day
  - c. Household Hazardous Waste
  - d. LMC Safety & Loss Control Workshops
  - e. GTS Educational Events
  - f. Comprehensive Plan Update
10. Adjournment

**SAUK CENTRE PLANNING & ZONING  
COMMISSION MEETING MINUTES  
TUESDAY, MARCH 14, 2017  
4:30 P.M.**

**1. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE**

The regular meeting of the Sauk Centre Planning Commission was called to order at 4:30 p.m. with Commissioners Walz, Jansen, Gieske, Leach and Magnuson present. Also present was City Administrator Willer and City Planner Morton. Those in attendance were asked to stand and recite the Pledge of Allegiance.

**2. APPROVAL OF AGENDA**

A motion was made by Magnuson and was seconded by Jansen to approve the agenda, with changes. A vote being recorded as follows: For: Magnuson, Jansen, Gieske, Walz and Leach. Against: None. The motion passed.

**3. APPROVAL OF MINUTES**

A motion was made by Gieske and was seconded by Walz to approve the February 14, 2017 Regular Meeting Minutes, with changes. A vote being recorded as follows: For: Gieske, Walz, Magnuson, Jansen and Leach. Against: None. The motion passed.

**4. PUBLIC HEARING**

None.

**5. REPORTS/PRESENTATIONS**

a. During the month of February, nine permits were issued, with a total construction value of \$466,642. The breakdown is as follows:

- 2 residential addition permits
- 6 miscellaneous commercial permits
- 1 municipal (tax-exempt) permit (Library)

**6. ACTION ITEMS**

None.

**7. UNFINISHED BUSINESS**

a. The Planning Commission held a Public Hearing on Tuesday, February 14, 2017 to consider adopting an Ordinance regulating the placing of cargo containers within City limits.

At that meeting, the Commission tabled the Ordinance directing staff to review commercial, retail or rental purposes of cargo containers.

The Commission was presented with a draft ordinance, with the recommended updates/changes.

A motion was made by Gieske and was seconded by Magnuson to recommend Council approval of Ordinance No. 770, with recommended changes. A vote

being recorded as follows: For: Gieske, Magnuson, Walz, Jansen and Leach. Against: None. The motion passed.

A motion was made by Magnuson and was seconded by Leach to fine James Flowers \$1,500 due to violation of city code. A vote being recorded as follows: For: Magnuson, Leach, Gieske, Walz and Jansen. Against: None. The motion passed.

#### **8. NEW BUSINESS**

- a. The new apartment complex will be located at 800 Main St. N. This complex will have a total of 39 units for phase 1. The initial plan is to have two parking space per unit with one overflow for three units; however, the developer is finding it difficult to make that happen.

They may come forward at a future meeting to amend their plans.

#### **9. INFORMATIONAL ITEMS**

- a. The kickoff meeting for the Comprehensive Plan Committee will be held on March 22, 2017 at 1:00 p.m. at City Hall.
- b. Scrap Metal Clean-Up Day is scheduled for May 13, 2017 in the arena parking lot from 8:00 a.m.-1:00 p.m.
- c. LMC Safety & Loss Control Workshops

#### **10. ADJOURNMENT**

A motion was made by Walz and was seconded by Jansen to adjourn the meeting. A vote being recorded as follows: For: Walz, Jansen, Gieske, Magnuson and Leach. Against: None. The motion passed.

With no further action, Leach adjourned the meeting.

Respectfully submitted,

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Nicki Vogt,  
Recording Secretary

# Planning Commission Staff Report

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**Meeting Date:** April 11, 2017

**Subject:** March 2017 Building Permits & First Quarter Zoning Permits

**Agenda Item:** 4a

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## **Description/Summary**

See attachments – March 2017 Building Permit Summary and First Quarter Zoning Permit Summary for January, February and March of 2017.

During the month of March, 11 building permits have been issued as follows:

- 5 residential addition permits
- 4 miscellaneous commercial permits
- 1 New Dwelling w/ attached garage
- 1 Detached Accessory Structure

Total construction value: \$516,200.

March of 2016, 5 building permit were issued, construction value \$92,839.

## **Action Requested:**

Information Item Only

## **Action Taken:**

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**Motion:**

**Second:**

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CITY OF SAUK CENTRE - BUILDING PERMIT SUMMARY LOG  
Jan, Feb, Mar 2017

Date	No.	Name	Address	Project Description	Contractor	License #	Value	Permit Fee	State Surchage	Plan Check	Total Fee	PID	Census Code
January													
1/11/2017	2017B001	Lawinger Brothers Properties LLC - Schaefer's Market	411 Sinclair Lewis Ave	Install wall cover with glass board, cut opening in for walkway	Jim Bosi	BC 2720	6,000.00	112.25	3.00		115.25	94.58098.0000	Comm
1/17/2017	2017B002	Morgan, Chris & Renee	333 Main St S	inside remedial - 2 offices & conference Room	Steve Moritz	BC828280	13,500.00	208.00	8.75		212.75	94.58113.0000	Comm
1/31/2017	2017B003	Hardee's	1180 Main St S	remodel interior of restaurant	Jon Munger	715-898-8800	50,000.00	574.75	25.00		599.75	94.58098.0000	Comm
February							89,500.00	893.00	34.75		927.75		
2/8/2017	2017B004	City of Sauk Centre - Library	480 Main St S	Replace door & repair wall in Mkt. room	Bohnsack Const	QB128704	1,800.00	58.75	1.00				
2/10/2017	2017B005	Egiles Healing Nest - Mary Lyon School	310 Hwy 71 N	cover flat roof with Trusses & steel	RJ Contracting & Remodeling	BC838740	88,000.00	887.25	34.00		921.25	94.58734.0000	Muni
2/10/2017	2017B006	Sheed	310 Hwy 71 N	Build a 32'x18' pole west of Morse Hall	RJ Contracting & Remodeling	BC838740	19,929.40	288.37	8.99		298.33	94.58734.0000	Comm
2/10/2017	2017B007	Egiles Healing Nest - Maintenance Bldg	310 Hwy 71 N	Reroof	RJ Contracting & Remodeling	BC838740	1,000.00	34.75	1.00		35.75	94.58734.0000	Comm
2/10/2017	2017B008	Bldg	310 Hwy 71 N	Reroof	RJ Contracting & Remodeling	BC838740	3,000.00	74.75	1.50		76.25	94.58734.0000	Comm
2/14/2017	2017B009	WACOSA - Don Leonard	712 Lincoln Loop Rd	Interior Remodel	Heng Const		14,813.00	223.68	7.46	111.83	342.95	94.58936.0050	Comm
2/14/2017	2017B010	Bianura Dean & Donna	115 Sinclair Lewis Ave	Reshingle	Blenkers Roofing	BC231975	2,000.00	82.25	1.00		83.25	94.58936.0050	Comm
2/22/2017	2017B011	McDonalds	1210 Timberlande Dr	New Interior & Drive Thru			350,000.00	2,137.25	175.00	1,068.63	3,380.88	94.58460.0000	Comm
2/22/2017	2017B012	Louxcamp, Jerry	323 Birch St S	Reroof	Roth Roofing	BC839920	8,000.00	112.25	3.00		115.25	94.58927.0000	Comm
March							488,542.40	3,875.28	233.92	1,180.48	5,099.66		
3/2/2017	2017B013	LeBounty, Paul & Debra	220 Main St N	Remodel/Addition	Self		125,000.00	1,010.25	62.50	404.10	1,476.85	94.58701.0000	434
3/7/2017	2017B014	Cornell, Robert	753 Lakeshore Dr	Interior, Remodal & deck	Const	BC828280	28,500.00	381.25	14.25	180.63	598.13	94.58248.0000	434
3/7/2017	2017B015	Wlener, John	309 Aest St N	Add 14' x 18' room	Const	BC828280	38,500.00	471.25	19.25	235.63	726.13	94.58717.0000	434
3/13/2017	2017B016	Wasbrock, Bruce & Linda	1007 Main St S	Reside	Kevin Middendorf		10,000.00	182.25	5.00		187.25	94.58110.0000	Comm
3/14/2017	2017B017	Krantz Family LP dba Shep Fingers	1180 Main St S	Interior Remodel	Schwinghammer Const		2,000.00	62.25	1.00		63.25	94.58095.0000	Comm
3/14/2017	2017B018	JUB Properties LLC dba Benusa Appliance	213 Main St S	Reside front of building	Dingman Brothers Const		4,800.00	97.25	2.40		99.65	94.58150.0000	Comm
3/20/2017	2017B019	Flowers, James & Kristy	1040 Lake Shore Dr	New Dwelling	Self		270,000.00	1,737.25	135.00	684.90	2,557.15	94.58285.0814	101
3/22/2017	2017B020	Meyer, Gerald & Joyce	219 Morning View Ln	replace garage walk door (service door) recover overhead door frame w/	Bob Const.	2720	900.00	32.00	1.00		33.00	94.58863.0163	434
3/24/2017	2017B021	S. William Property Management	511 Sinclair Lewis Ave	Interior Remodel	Steve Moritz Const.	BC828280	20,000.00	287.25	10.00		297.25	94.58092.0000	Comm
3/28/2017	2017B022	Adams, Jeff & Mary	116 8th St S	Bathroom Remodel	Self		1,000.00	34.75	1.00		35.75	94.58588.0000	434
3/29/2017	2017B023	Eike, Dave & Sheila	724 2nd St S	Detached Accessory	Engle Bros.		15,500.00	230.19	7.50	92.40	330.09	94.58230.0000	Detached access.
							616,200.00	4,505.84	269.90	1,617.86	6,382.50		

# 2017 Building Permits

	Value	Permit Fee	State Surcharge	Plan Check	Other	Total Fees
Monthly Total						
January	\$69,500.00	\$893.00	\$34.75	\$0.00		\$927.75
February	\$466,642.40	\$3,675.28	\$233.92	\$1,180.46		\$5,089.66
March	\$516,200.00	\$4,505.94	\$258.90	\$1,617.66		\$6,382.50
<b>1st Quarter Total</b>	<b>\$1,052,342.40</b>	<b>\$9,074.22</b>	<b>\$527.57</b>	<b>\$2,798.12</b>		<b>\$12,399.91</b>
April						
May						
June						
<b>2nd Quarter Total</b>						
July						
August						
September						
<b>3rd Quarter Total</b>						
October						
November						
December						
<b>4th Quarter Total</b>						
<b>Year to Date Total</b>						

## 2017 Zoning Permits

Date	Permit #	Name	Address	PID	Type Improvement	Fee	Other	Total Fee
<b>January</b>								
1/1/2017	2017Z001	Thom Properties	114 Pine St N Lot 4		move mobile home onto lot 4	150.00		150.00
1/16/2017	2017Z002	McDonald's Corp 22-211	1210 Timberlane Dr	94.58460.0000	expand drive thru to 2 lanes	25.00		25.00
<b>February</b>								
2/21/2017	2017Z003	Thom Properties/EI Fogon	303 Main St S	94.59101.0000	Sign	25		25
2/24/2017	2017Z004	Wessel, Ryan	840 Pleasant St	94.58929.0000	Fence	25.00		25.00
<b>March</b>								
3/14/2017	2017Z005	JJB Properties LLC dba Benusa Appliance	213 Main St S	94.59150.0000	Signs	50.00		50.00
3/17/2017	2017Z006	Flowers, James & Kristi	1040 Lake Shore Dr	94.59265.0814	Driveway	25.00	100	125.00
3/27/2017	2017Z008	Engelmeyer dba Neighborhood Reality	1064 Main St S	94.58104.0004	Reface sign	25.00		25.00
3/27/2017	2017Z009	Ackmac LLC	109 12th St S	94.57816.0013	private driveway	25.00		25.00
3/28/2017	2017Z010	Baumgard, Anita	617 Birch St. S.	94.58485.0000	replace driveway	25.00		25.00
3/30/2017	2017Z011	Feltman Aaron & Jaci	538 Lake Shore Dr	94.58233.0000	11 x 17 shed	25.00		25.00
						<b>400.00</b>	<b>100.00</b>	<b>500.00</b>



# Planning Commission Staff Report

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**Meeting Date:** April 11, 2017

**Subject:** Ordinance No. 770 Regulating the Use and Location of Cargo Containers within the City

**Agenda Item:** 5a

**Description/Summary**

LUR #2017-02

Excerpt from: City Council Minutes, Wednesday, March 15, 2017 (pending approval at April 5, 2017 Council meeting)

**7. ACTION ITEMS**

- c. The Planning Commission held a Public Hearing on Tuesday, February 14, 2017, to consider adopting an Ordinance Regulating the Placement of Cargo Containers in the City. The agenda item was tabled at that meeting and discussed again at their meeting Tuesday, March 14, 2017.

City Administrator Willer presented the Council with the Ordinance that the Planning Commission is recommending for Council approval.

After discussion for clarification the Council recommended changes to the Ordinance including changing the word "subsequent" to the word "second" in Section E. Also, it was recommended that the timeframe in Section G be amended from "12 months" to "ninety days".

The Council also questioned how the existing violation was being handled. The property owner has already been notified of the \$100 per day fine from the date he was to have them removed to the current date. The total fine is \$1,500.

A motion was made by Council Member Kelly and was seconded by Council Member Thomas to reject the proposed Ordinance and extend the moratorium for up to one year. A vote being recorded as follows: For: Council Members Kelly, Thomas, Johnson and Mayor Stone. Against: Council Member Leach. The motion to reject the Ordinance passed.

City Administrator Willer advised the Council that she believes some changes to the State Statute may make the one year extension null and will verify.

*Staff did verify with Attorney Jed Burkett at the League of Minnesota Cities, that an extension of a moratorium is not allowed. See attached copy of, Minnesota State Statutes 462.355 Adopt, Amend Comprehensive Plan; Interim Ordinance, Subdivision 4. Interim ordinance. Also LMC Handbook for MN Cities Comprehensive Planning, Land Use & City-Owned Land, IV. Interim ordinances: Moratorium*

**Staff Considerations**

If the Planning Commission desires to accept the amendments to Ordinance No. 770 to regulate the use and location of Cargo Containers the following Definition and Performance Standards/Regulations should be considered. The definitions exist elsewhere in the Code and should be restated in this section.

**Action Requested:**

Action to be taken under agenda item 6b.

**Action Taken:**

\_\_\_\_\_

\_\_\_\_\_

**Motion:**

**Second:**

\_\_\_\_\_

**462.355 ADOPT, AMEND COMPREHENSIVE PLAN; INTERIM ORDINANCE.**

**Subdivision 1. Preparation and review.** The planning agency shall prepare the comprehensive municipal plan. In discharging this duty the planning agency shall consult with and coordinate the planning activities of other departments and agencies of the municipality to insure conformity with and to assist in the development of the comprehensive municipal plan. In its planning activities the planning agency shall take due cognizance of the planning activities of adjacent units of government and other affected public agencies. The planning agency shall periodically review the plan and recommend amendments whenever necessary. When preparing or recommending amendments to the comprehensive plan, the planning agency of a municipality located within a county that is not a greater than 80 percent area, as defined in section 103G.005, subdivision 10b, must consider adopting goals and objectives that will protect open space and the environment.

**Subd. 1a. Update by metropolitan municipalities.** Each municipality in the metropolitan area, as defined in section 473.121, subdivision 2, shall review and update its comprehensive plan and fiscal devices and official controls as provided in section 473.864, subdivision 2.

**Subd. 2. Procedure to adopt, amend.** The planning agency may, unless otherwise provided by charter or ordinance consistent with the municipal charter, recommend to the governing body the adoption and amendment from time to time of a comprehensive municipal plan. The plan may be prepared and adopted in sections, each of which relates to a major subject of the plan or to a major geographical section of the municipality. The governing body may propose the comprehensive municipal plan and amendments to it by resolution submitted to the planning agency. Before adopting the comprehensive municipal plan or any section or amendment of the plan, the planning agency shall hold at least one public hearing thereon. A notice of the time, place and purpose of the hearing shall be published once in the official newspaper of the municipality at least ten days before the day of the hearing.

**Subd. 3. Adoption by governing body.** A proposed comprehensive plan or an amendment to it may not be acted upon by the governing body until it has received the recommendation of the planning agency or until 60 days have elapsed from the date an amendment proposed by the governing body has been submitted to the planning agency for its recommendation. Unless otherwise provided by charter, the governing body may by resolution adopt and amend the comprehensive plan or portion thereof as the official municipal plan upon such notice and hearing as may be prescribed by ordinance. Except for amendments to permit affordable housing development, a resolution to amend or adopt a comprehensive plan must be approved by a two-thirds vote of all of the members. Amendments to permit an affordable housing development are approved by a simple majority of all of the members. For purposes of this subdivision, "affordable housing development" means a development in which at least 20 percent of the residential units are restricted to occupancy for at least ten years by residents whose household income at the time of initial occupancy does not exceed 60 percent of area median income, adjusted for household size, as determined by the United States Department of Housing and Urban Development, and with respect to rental units, the rents for affordable units do not exceed 30 percent of 60 percent of area median income, adjusted for household size, as determined annually by the United States Department of Housing and Urban Development.

**Subd. 4. Interim ordinance.** (a) If a municipality is conducting studies or has authorized a study to be conducted or has held or has scheduled a hearing for the purpose of considering adoption or amendment of a comprehensive plan or official controls as defined in section 462.352, subdivision 15, or if new territory for which plans or controls have not been adopted is annexed to a municipality, the governing body of the municipality may adopt an interim ordinance applicable to all or part of its jurisdiction for the purpose of protecting the planning process and the health, safety and welfare of its citizens. The interim ordinance may regulate, restrict, or prohibit any use, development, or subdivision within the jurisdiction or a portion thereof for a period not to exceed one year from the date it is effective.

(b) If a proposed interim ordinance purports to regulate, restrict, or prohibit activities relating to livestock production, a public hearing must be held following a ten-day notice given by publication in a newspaper of general circulation in the municipality before the interim ordinance takes effect.

(c) The period of an interim ordinance applicable to an area that is affected by a city's master plan for a municipal airport may be extended for such additional periods as the municipality may deem appropriate, not exceeding a total additional period of 18 months. In all other cases, no interim ordinance may halt, delay, or impede a subdivision that has been given preliminary approval, nor may any interim ordinance extend the time deadline for agency action set forth in section 15.99 with respect to any application filed prior to the effective date of the interim ordinance. The governing body of the municipality may extend the interim ordinance after a public hearing and written findings have been adopted based upon one or more of the conditions in clause (1), (2), or (3). The public hearing must be held at least 15 days but not more than 30 days before the expiration of the interim ordinance, and notice of the hearing must be published at least ten days before the hearing. The interim ordinance may be extended for the following conditions and durations, but, except as provided in clause (3), an interim ordinance may not be extended more than an additional 18 months:

(1) up to an additional 120 days following the receipt of the final approval or review by a federal, state, or metropolitan agency when the approval is required by law and the review or approval has not been completed and received by the municipality at least 30 days before the expiration of the interim ordinance;

(2) up to an additional 120 days following the completion of any other process required by a state statute, federal law, or court order, when the process is not completed at least 30 days before the expiration of the interim ordinance; or

(3) up to an additional one year if the municipality has not adopted a comprehensive plan under this section at the time the interim ordinance is enacted.

**History:** 1965 c 670 s 5; 1976 c 127 s 21; 1977 c 347 s 68; 1980 c 566 s 24; 1983 c 216 art 1 s 67; 1985 c 62 s 1,2; 1995 c 176 s 4; 2004 c 258 s 1; 2005 c 41 s 17; 1Sp2005 c 1 art 1 s 91; 2008 c 297 art 1 s 59; 2010 c 347 art 1 s 24

## RELEVANT LINKS:

*Kreuz v. St. Louis County Planning & Zoning Comm'n*, No. C8-96-150 (Minn. Ct. App. 1996) (unpublished decision).

Minn. Stat. § 462.355, subd. 4.

See LMC information memos, *Zoning Guide for Cities or Subdivision Guide for Cities*.

Minn. Stat. § 462.355, subd. 4(c).

*Semler Const., Inc. v. City of Hanover*, 667 N.W.2d 457 (Minn. Ct. App., 2003).

*Woodbury Place Partners v. Woodbury*, 492 N.W.2d 258 (Minn. Ct. App. 1993).  
*Tahoe-Sierra Pres. Council, Inc. v. Tahoe Reg'l Planning Agency*, 535 U.S. 302, 122 S. Ct. 1465 (2002).

Minn. Stat. § 412.211.  
See LMC information memo *Purchase and Sale of Real Property*.

Minn. Stat. § 412.211.

Minn. Stat. § 465.035.

When explicit written findings are made—as to the basis and reasons for a decision—the courts respect the broad discretion cities have to make routine municipal decisions and will likely determine the decision is not arbitrary and capricious.

## IV. Interim ordinances: Moratorium

Adoption of an interim ordinance (more commonly known as a moratorium) may aid cities in adopting and amending their land use ordinances, by allowing a city to study an issue without the pressure of time generated by pending applications. Cities may use a moratorium to protect the planning process, particularly when formal studies may be needed on a particular issue. Cities must follow the procedures established in state statute to initiate a moratorium, which includes the adoption of an ordinance and conducting a study.

An interim ordinance or moratorium may not delay or prohibit a subdivision that has been given preliminary approval, nor extend the time for action under the 60-day rule with respect to any application filed prior to the effective date of the interim ordinance.

According to the Minnesota Court of Appeals, the use of an interim ordinance prohibiting or limiting use of land is generally not compensable if there is a valid purpose for the interim regulation. In evaluating whether an interim ordinance is a temporary taking in the nature of a regulatory taking, courts will look to the parcel as whole. There is no bright-line rule for regulatory takings; rather, they must be evaluated on a case-by-case basis.

## V. Real estate acquisitions, sales, and other dispositions

Statutory cities are authorized to acquire real property within or outside their corporate limits by purchase, gift, devise, condemnation, lease, dedication, or otherwise. The law permitting the conveyance of tax-forfeited land to a city may also be used to acquire land.

Statutory cities are free to hold, manage, control, sell, convey, lease, or otherwise dispose of real and personal property as required by the city's interest.

With the council's authorization, no consideration is required when a city conveys land for the public use to another public corporation, any governmental subdivision, or the Minnesota Armory Building Commission.

# City of Sauk Centre Staff Report

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**Meeting Date:** February 15, 2017  
**Subject:** Ordinance Regulating Placement of Cargo Containers  
**Agenda Item:** 7a

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## **Description/Summary**

The Planning Commission will hold a Public Hearing on Tuesday, February 14, 2017, to consider adopting an Ordinance Regulating the Placement of Cargo Containers in the City.

The attached Planning Commission Staff Report and Ordinance recommendation will be presented at the Public Hearing on February 14, 2017.

Any proposed Amendments to the content or format of the proposal will be presented to the Council at its regular meeting on February 15.

## **Action Requested:**

**Approve Ordinance 770 Regulating Placement of Cargo Containers**

## **Action Taken:**

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**Motion:**

**Second:**

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City of Sauk Centre  
Staff Report

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**Meeting Date:** March 15, 2017  
**Subject:** Ordinance Regulating Placement of Cargo Containers  
**Agenda Item:** 7c

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**Description/Summary**

The Planning Commission held a Public Hearing on Tuesday, February 14, 2017, to consider adopting an Ordinance Regulating the Placement of Cargo Containers in the City.

The agenda item was tabled until its next meeting on Tuesday, March 14, 2017.

The Commission is expected to present an Ordinance for approval at the meeting.

The attached Ordinance is expected to be presented to the Planning Commission on March 14, 2017 and will come to the Council if approved.

**Action Requested:**

**Approve Ordinance 770 Regulating Placement of Cargo Containers**

**Action Taken:** \_\_\_\_\_

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**Motion:** \_\_\_\_\_

**Second:** \_\_\_\_\_

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**City of Sauk Centre  
Notice of Public Hearing  
Zoning Amendment**

Notice is hereby given that the Sauk Centre Planning Commission will conduct a public hearing on Tuesday, April 11, 4:30 PM, or shortly thereafter as practical, in the Council Chambers of City Hall, to consider an ordinance regulating the location and use of cargo containers and the like within the city of Sauk Centre.

Any persons having an interest in this matter will have the opportunity to be heard. Written comments will be accepted until the time of hearing. Materials related to this request can be reviewed within the Planning & Zoning Office of City Hall.

*/s/ Sarah Morton*  
City Planner/Zoning Administrator

**Publish March 30, 2017**



# Planning Commission Staff Report

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**Meeting Date:** April 11, 2017  
**Subject:** Amendment to Conditional Use Permit (CUP) – Alliance Building Corporation – Corey Gerads  
**Agenda Item:** 6a

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### **Description/Summary**

Alliance Building Corporation has made a formal request to amend the Resolution No. 2016-66, a Conditional Use Permit (CUP) to Alliance Building Corporation, approved and granted by the City Council September 21, 2016.

Applicant is asking to amend requirement #9 re:

~~9. Parking requirements of 2 stalls per living unit shall be maintained plus overflow parking of 1 stall per three living units. Garage stalls may be counted as parking spaces only if the garage dimension is a minimum of 12 feet by 22 feet.~~

9. Parking requirements of two stalls per unit shall be maintained and an additional stall shall be required for a three bedroom unit. Garage stalls may be counted as parking spaces only if the garage dimension is a minimum of 12 feet by 22 feet.

### **Action Requested:**

a. Make recommendation to City Council to approve applicants request to amend Resolution 2016-66 as presented.

or

b. Table request for further information.

or

c. Recommend denial of the proposed request.

### **Action Taken:**

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**Motion:**

**Second:**

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March 20, 2017

Sarah Morton  
City Planner/Zoning Administrator  
City of Sauk Centre  
320 Oak Street South  
Sauk Centre MN 56378

Amendment Request to Resolution No. 2016-66

Dear Sarah,

I am formally making the request to amend the item # 9 on the CUP for the MainStreeter Apartment Project. The request is to revise the item #9 to read "Parking requirements of two stalls per unit shall be maintained and an additional stall shall be required for a three bedroom unit. Garage Stalls may be counted as parking spaces only if the garage dimension is a minimum of 12 feet by 22 feet".

Thank you for allowing me to make this formal request.

Sincerely,

A handwritten signature in black ink, appearing to be 'C. Gerads', written over a large, stylized flourish.

Alliance Building Corporation  
President  
Corey C. Gerads

*Alliance Building Corporation  
3709 Quail Road NE  
Sauk Rapids, MN 56379  
P. 320-253-3524 F. 320-253-8128  
www.alliancebuildingcorporation.com*

**RESOLUTION NO. 2016-66**  
**RESOLUTION APPROVING REQUEST FOR A CONDITIONAL USE PERMIT**  
**TO ALLIANCE BUILDING CORPORATION**

**WHEREAS**, an application for a Conditional Use Permit has been submitted by Alliance Building Corporation, and

**WHEREAS**, the legal description of the property is Lot Three (3), Block One (1), W. H. Cates Estates First Addition to Sauk Centre, Section 3, Twp 126N Range 34W. Containing 4.08 acres, more or less, and

**WHEREAS**, a public hearing was held on September 13, 2016 before the Sauk Centre Planning Commission after completion of duly published, served and posted notice thereof, and all interested parties were given an opportunity to be heard, and

**WHEREAS**, said request is to allow the construction of up to a 35 unit multi-family apartment complex with related accessory buildings, and

**WHEREAS**, findings supporting the proposal are:

1. The Planned Development is consistent with the intent of the City's Comprehensive Plan which states the City should take steps to provide adequate safe housing for with a range of rent rates and shall encourage alternative housing types to supplement single family homes. The proposal will include secured access, a variety of sizes of units with varying rental rates and will be a viable alternate to single family living.
2. The Planned Development is consistent with the Zoning Map and the intent of the zoning district which is to encourage development of multifamily housing in the district. The property is currently zoned to allow for multifamily development. No rezoning is requested or required. The Re-use Study for the former Home School also supports the development of multifamily housing.
3. The Planned Development will not create an excess burden on public facilities and utilities. The property has previously been allocated an adequate number of units of service from municipal sewer. Municipal water will be extended through the property.
4. The Planned Development will not create a burden on parks. The property previously paid Park Fees for access to the park system.
5. The Planned Development will not have an undue impact on the neighborhood property. Multifamily housing currently exists on three sides of the property.
6. The Planned Development will not cause storm water issues. All storm water will be maintained and treated on the property. All appropriate permits from other agencies will be provided prior to construction including erosion control plans and NPDES permits.
7. The Planned Development will not impact Shorelands. The property is located outside of the Shoreland Overlay District.

**WHEREAS**, following the public hearing the Commission reviewed the proposal and forwarded a recommendation to the City Council approve the issuance of the Conditional Use Permit according to the Findings presented for up to a 35 unit multifamily apartment complex subject to the following terms and condition:

1. A Development Agreement shall be executed by the Developer and City prior to construction insuring all aspects of the proposal not completed at the time of the application are completed. An escrow deposit, letter of credit or bond equal to 125% of cost of the landscaping and storm water provisions shall be required to insure completion.
2. Grading, drainage, utility and erosion control plans shall be approved by the City and other agencies including Sauk River Watershed District and the MPCA through its NPDES permit. All conditions for storm water management shall be met.
3. A landscaping plan shall be submitted and approved by the Planning Commission at the time of Building Permit Application.
4. All trash receptacles shall be screened from view.
5. Building shall be provided with appropriate automatic sprinkler system and all requirements of the Fire Marshall and local Fire Chief shall be adhered to including installation of a Knox Box and a Supplemental Sprinkler Access Line and posting of fire lanes if applicable.
6. All exterior lighting shall be shaded and directed down and away from adjoining properties including roadway.
7. Any floor drainage system from interior garage spaces shall drain to the sanitary system per the State Building Code.
8. During construction the site shall be kept free of dust and debris that could blow onto neighboring property. Public streets shall be maintained free of dirt and cleaned as necessary.
9. Parking requirements of 2 stalls per living unit shall be maintained plus overflow parking of 1 stall per three living units. Garage stalls may be counted as parking spaces only if the garage dimension is a minimum of 12 feet by 22 feet.
10. Adequate open space shall be maintained for snow removal and storage. No snow shall be plowed onto or drain onto the city street.
11. Utilities shall be provided underground.
12. Sidewalk or bike path plans that will connect to future proposed system shall be required and shall be submitted prior to issuance of the building permit. .

Adopted this 21st day of September, 2016.

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Mayor Warren Stone

ATTEST:

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City Administrator\Clerk Vicki Willer

# Planning Commission Staff Report

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**Meeting Date:** September 13, 2016  
**Subject:** Conditional Use Permit – Alliance Building Corporation  
**Agenda Item:** 4b

## Description/Summary

Sauk Centre Planning Commission LUR #2016-10

**Hearing Date:** September 13, 2016

**Applicant:** Alliance Building Corporation

**PID:** To be determined by County

**Legal Description:** Lot 3, Block 1, W.H. Cates Estates 1<sup>st</sup> Addition

**Physical Address:** In the process of being assigned  
(Located in the 700 block on Main Street North)

**Action Requested:** Motion to recommend approval of a Conditional Use Permit (CUP) to allow a 30 to 35 unit apartment building with a detached garage structure with an additional 30 to 35 parking stalls. The final number of dwelling units will be determined via the suitability of the lot. No variances are being requested at this time, CUP is subject to conditions recommended by the Planning Commission and staff.

**Current Zoning:** R-2 (Multiple-Family Residential)

**Comments Received:** None

## **60-Day Rule Summary:**

Application accepted: August 24, 2016  
60-Day Review Deadline: October 23, 2016  
Extension Granted: N/A

**Park Dedication Fee:** N/A (fee was paid with the original plat)

## **Background:**

The 4.08 acre or 177,702 square foot parcel is a vacant lot at this time and has been used for agricultural purposes in the recent past. There is a separate parcel, approximately half an acre in size, located on the north-west corner of this lot, where Indian Burial Mounds are indicated on a former survey. The 4.08 acre lot is located on the east side of Main Street North, west of Eagles Healing Nest (the former Home School) and approximately 900 feet north of Fairway Pines Assisted Living facility. A small area of Lot 3 lies within the Shoreland Overlay District on the north side of the property.

**Zoning analysis:**

The proposed use 30 to 35 unit apartment building is allowed by Conditional Use Permit (CUP) in the R-2 Multi-family Residential Zoning District. The apartment building is subject to additional conditions proposed in Agenda Item 6b.

**Setbacks**

The required and proposed setbacks for the proposed building are detailed in the following table:

Required Yards	Minimum Requirements	Proposed
Front (West)	30 feet (20' easement)	to be determined
Side (North)	10 feet (5' easement)	to be determined
Side (South)	10 feet (20' easement)	to be determined
Rear (East)	30 feet (10' easement)	to be determined
Lot Size	20,000 square feet	177,702 sq. ft. or 4.08 ac
Lot Width	120 feet	311.05 feet

**Accessory Structure Setbacks**

Required Yards	Minimum Requirements	Proposed
Front (West)	30 feet	to be determined
Side (North)	5 feet	to be determined
Side (South)	5 feet	to be determined
Rear (east)	30 feet	to be determined

**Building Height**

40 feet maximum

**Parking**

City code, Section 156.050 requires at least two spaces per living unit, Parking Space, Automobile is defined as: A suitable surfaced and permanently maintained areas off the public street right-of-way, either within or outside of a building, of sufficient size to store 1 (one) standard automobile, but in no event less than 180 square feet, exclusive of passageways, driveway or other means of circulation, No on street parking shall be allowed therefore on street parking cannot be counted toward the required parking for this proposal.

**Snow Storage**

Adequate open space shall be maintained for snow removal and snow storage.

**Utilities**

City water, sanitary and electric will be available to the property at the time of construction.

**Grading and Storm Water**

The property is relatively flat, the proposed grading plan will slightly modify the current grades to create the building pad; however the existing drainage patterns will be reviewed by the City Engineer and staff.

The applicant proposes one infiltration field to control storm water runoff; it will be located in the south-east corner of the property. The basin will be appropriately landscaped as a rain garden. The field will be reviewed by the City Engineer and will

contain and treat runoff from the property. Additional permits from the Sauk River Watershed District will be required prior to beginning construction on the site.

Public Works Supervisor shall review these items as well as the City Engineer and City Administrator.

**Applicable Statutes/Standards:**

The purpose of a Conditional Use Permit is to provide the Planning Commission the opportunity to carefully evaluate proposals to ensure that the use is consistent with the standards, purposes and procedures of the Ordinance and Comprehensive Plan.

In doing so the Planning Commission shall recommend and the Council shall issue a Conditional Use Permit only if it finds that such use at the proposed location will comply with the requirements of Section 156.079 Soil Erosion and Sediment Control as follows.

(1) All land in the city must be maintained in a condition so that storm water and snow melt running off the land will not cause soil sediment to be transported into a storm sewer, drainage course, wetland or lake.

(2) Before grading or construction an erosion control fence must be placed and maintained down gradient from the disturbed surface to filter sediment out of runoff before the runoff enters storm sewers, drainage courses, wetlands or lakes.

(3) This fencing must remain in place until all development activities that may cause soil erosion have been finished and adequate vegetative cover has been established.

(4) Vegetative cover shall be established promptly after earth filling or removal activities are completed.

(5) The publication *Protecting Water Quality in Urban Areas* (Minnesota Pollution Control Agency- March 1, 2000) describes the proper method of installing an erosion control fence as well as other techniques that may, with the approval of the Zoning Administrator, be used in lieu of the installation of erosion control fencing to ensure that sediment is filtered or settled out of runoff before it enters storm sewers, drainage courses, wetlands or lakes. Applicant shall use the most current version of this publication.

(6) A national pollution discharge effluent standard (NPDES) permit from the Minnesota Pollution Control Agency is required for construction activity that disturb more than 1 acre of land either as a separate project or as part of a larger common plan of development.

(7) The application for the NPDES/SDS permit must include a storm water pollution prevention plan (SWPPP).

**Action Requested:**

Action to be taken under agenda item 6b.

**Action Taken:**

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**Motion:**

**Second:**

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# Planning Commission Staff Report

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**Meeting Date:** September 13, 2016

**Subject:** Conditional Use Application – Alliance Building Corporation

**Agenda Item:** 6b

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## **Description/Summary**

See agenda items 4b. Hearing Notice was published in the Sauk Centre Herald on September 1, 2016 and was posted as required by law. See attachments: Conditional Use Application, Public Hearing Notice mailed to appropriate property owners, staff report, and any correspondence received. As of September 6, 2016, no comments have been received concerning this Conditional Use Application.

**Planning Commission Direction:** The Planning Commission may approve or deny the Conditional Use Permit. In both cases, findings should be cited to support the decision. The Planning Commission may also choose to table the request if there is insufficient information on which to base a decision.

**Findings of Fact:** The following findings of fact are provided for the Planning Commission's discussion in relation to this application:

1. The city shall issue a Conditional Use Permit with notation of conditions thereon or attached to.
2. Applicant and contractors shall take the appropriate measures to prevent soil erosion and control sediment runoff during the construction of the proposed apartment building and proposed accessory structures. Applicant shall comply with the requirements of Section 156.079 Soil Erosion and Sediment Control.
3. The planned development is not in conflict with the city's Comprehensive Plan.
4. The planned development is not in conflict with the intent of the primary zoning district.
5. The planned development is not in conflict with other applicable provisions of the City Code.
6. The planned development or apartment complex is of sufficient size, composition and arrangement that its construction, marketing, and operation is feasible as a complete unit without dependence upon any subsequent unit.
7. The planned development will not create an excess burden on parks, schools, streets and other public facilities and utilities which serve or are proposed to serve the proposed apartment complex.
8. The planned development will not have an undue or adverse impact on the reasonable enjoyment of neighborhood property.

**Recommendations:**

The Planning Commission and staff recommends approval of the Conditional Use Permit for a 3-story 30 to 35 unit apartment building, a detached 30 to 35 unit garage for enclosed parking, 30 to 35 outdoor parking spaces and overflow parking at a ratio of 3:1 or to be determined by City Engineer. The Conditional Use Permit is subject to the following conditions:

1. A development agreement, including all conditions of approval, shall be executed by the applicant and the City and shall be properly recorded by the applicant with proof of recording provided to the City Administrator.
2. Grading, drainage, utility and erosion control plans shall be approved by the City Engineer following review by the appropriate watershed district - including a Stormwater Management Plan that includes the following:
  - a. Stormwater rate control, volume control and water quality treatment which meets the requirements of the City of Sauk Centre.
  - b. Maintenance Schedule/Plan for Stormwater BMP signed by owner/applicant and to be filed on record with Stearns County. Proof of filing shall be submitted to the City Engineer and City Administrator.
3. All trash and recyclable materials be screened and stored inside the principal building.
4. All recyclable materials shall be separated and collected.
5. Building shall be provided with an automatic fire sprinkler system as approved by the State Fire Marshall (MN Building Code Section 309, MN Rules Chapter1306; MN State Fire Code Section 903);
6. Fire lanes shall be posted as approved by Fire Chief (MN State Fire Code Section 503.3).
7. For newly constructed buildings, approved water supplies capable of providing the required water flow for fire protection must be provided when required by the local Fire Chief [MSFC (07) Section 508.1] See the SFMD Policy titles, *Fire Department Water Supplies*.
8. All lighting used for exterior illuminate (including off-street parking area) shall be shaded or diffused so as to reflect the lights away from adjoining property and away from abutting traffic flow.
9. Development shall comply with the state access code.
10. Any drainage from interior portions of the proposed parking garage must drain to the sanitary sewer system and be metered (MN State Building Code).
11. The site be developed, used and maintained in conformance with all state, county and city codes.
12. All conditions for stormwater management shall be met.

13. All necessary permits must be obtained, including any necessary permits from the Sauk River Watershed District.
14. Prior to issuing the building permit, the following conditions shall be met:
  - a. Applicant shall submit financial security in the form of cash escrow or letter of credit in the amount of 125% of the costs of landscaping, stormwater, and the repair/cleaning of public streets and utilities.
  - b. Consent form and official exhibits must be signed by the applicant and or owner.
15. The applicant shall comply with the following conditions during grading and stormwater facility construction:
  - a. The site shall be kept free of dust and debris that could blow onto neighboring properties.
  - b. Public streets shall be maintained free of dirt and shall be cleaned as necessary.
  - c. The appropriate city staff may impose additional conditions if it becomes necessary in order to mitigate the impact of excavation on surrounding properties.
16. All new utilities shall be buried.
17. Parking: Proof of overflow parking on property shall be provided to the City and approved by the City Engineer; 30 to 35 outdoor parking spaces with a minimum of 180 square feet per space; 30 to 35 enclosed garage parking spaces with a minimum size of 12 feet by 22 feet for interior parking of vehicles.
18. Adequate open space shall be maintained for snow removal and snow storage.
19. Adequate sidewalk and or bike path shall be provided along the west property line as approved by the City Engineer.

**Action Requested:**

Planning Commission to recommend to the City Council that a Conditional Use Permit be **granted** to Alliance Building Corporation, allowing the construction of the proposed apartment building and detached garages. The Planning Commission should consider the findings outlined and apply those that it deems appropriate. In addition, the proposed conditions and any additional conditions noted should be attached to the approval.

**Action Taken:**

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**Motion:**

**Second:**

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# City of Sauk Centre Staff Report

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**Meeting Date:** September 21, 2016  
**Subject:** Resolution Approving CUP - Alliance Bldg. Corp.  
**Agenda Item:** 71

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## Description/Summary

Alliance Building Corporation has applied for a Conditional Use Permit to allow the construction of a multi-family dwelling apartment on Lot 3, Block 1, W.H. Cates Estates First Addition.

The Planning Commission held a Public Hearing on Tuesday, September 13, 2016 to consider the request.

A copy of the application/proposal is attached. The proposal is for the construction of a 30-35 unit three level apartment building with a detached garage building. The building will include an elevator and one to three bedroom units including in unit washer/dryer. The property will be a market rate development and will be professionally managed by an apartment management company. The property is appropriately zoned.

The property will be served by municipal water/sewer/electric which will be extended to the property by the City and will access onto Main Street N. The complex will meet its own storm water needs without discharge off the property.

A copy of a similar building constructed by Alliance is attached along with a copy of the plat and a sample layout. The final layout will be determined at the time of submittal of the building permit. Multiple approvals by other agencies will also be required including Sauk River Watershed District and the MPCA NPDES Permit and are included as a condition.

The Planning Commission recommends that the City Council approve the issuance of the Conditional Use Permit for the construction of a multi-family dwelling apartment complex.

The attached resolution includes the conditions applied to the project and also the findings supporting the approval.

## Action Requested:

**Approve Resolution 2016-66 Granting Conditional Use Permit to Alliance Building Corporation.**

## Action Taken:

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Motion:

Second:

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# Planning Commission Staff Report

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**Meeting Date:** April 11, 2017

**Subject:** Ordinance No. 770 Regulating the Use and Location of Cargo Containers within the city

**Agenda Item:** 6b

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**Description/Summary**

See agenda items 5a - Zoning Ordinance Amendment. Hearing Notice was published in the Sauk Centre Herald on March 30, 2017 and was posted as required by law. See attachments, copy of Hearing Notice, staff report, and any correspondence received. As of Wednesday the 4<sup>th</sup> no comments from the public have been received concerning this ordinance amendment.

Please see the draft Ordinance No. 770 with changes recommend by the City Council highlighted in  , recommendations by Mayor Warren Stone in   and staff changes in  .

**Action Requested:**

A. Planning Commission to recommend City Council adopt Ordinance 770 as presented to planning commission.

or

B. Continue to a future date to obtain additional information or to further consider the information presented.

or

C. Recommend denial of the proposed Ordinance No. 770.

**Action Taken:**

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_

**Approval:** \_\_\_\_\_ **Denial:** \_\_\_\_\_ **Tabled:** \_\_\_\_\_ **No Action:** \_\_\_\_\_

**ORDINANCE NO. 770**

**AN ORDINANCE REGULATING THE LOCATION AND USE OF  
CARGO CONTAINERS AND THE LIKE**

WHEREAS, the City of Sauk Centre adopted Ordinance No. 766 establishing a one-year moratorium on the installation and use of cargo containers in the City of Sauk Centre, and

WHEREAS, the City of Sauk Centre, following public hearing, desires to adopt a comprehensive ordinance regulating the installation, use and maintenance of existing and new cargo containers.

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SAUK CENTRE,  
STEARNS COUNTY, MINNESOTA DOES ORDAIN:**

**SECTION ONE:** Sauk Centre City Code Ordinance No. 766, Establishing a One-Year Moratorium on the Installation of Cargo Containers, is hereby repealed.

**SECTION TWO:** Section §156.090, Regulating the Placement, Use, and Maintenance of Cargo Containers in the City is hereby adopted and added to the City Code of the City of Sauk Centre, Minnesota.

**§156.090 CARGO CONTAINERS.**

(A) *Purpose and intent.* This ordinance is intended to promote the public health, safety and welfare and to safeguard the health, comfort, and living conditions of the citizens of the City of Sauk Centre by regulating the installation and use of cargo containers and the like.

(B) *Application.* This ordinance applies to any cargo containers, as defined herein, within the City of Sauk Centre. No person shall install nor permit the installation or use of cargo containers except as permitted in conformance with this Ordinance.

(C) *Definitions.* For the purpose of this section, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

**CARGO CONTAINER.** An article of transport equipment which falls into any of the following categories:

A standardized, reusable vessel that is or appears to be:

- (1) Originally, specifically or formerly designed for or used in the packing, shipping, movement, transportation or storage of freight, articles, goods or commodities; or
- (2) Designed for or capable of being mounted or moved on a rail car; or
- (3) Designed for or capable of being mounted on a chassis or bogie for movement by

truck trailer or loaded on a ship.

- (4) Includes equipment also referred to as PODS.
- (5) Includes trailers intended for pulling behind a semi-tractor.
- (6) Includes box van bodies.

**TEMPORARY USE:** A period of time that does not exceed thirty ~~(30)~~ **seven (7)** days.

(D) *District Regulations.* Cargo Containers shall be allowed within the Agricultural (A) and Industrial Commercial (I-C) zoning districts as established by the City of Sauk Centre Zoning Ordinance, as amended. Cargo Containers are allowed as a Temporary Use only on any property otherwise zoned.

(E) *Permit Required.* Prior to the installation of a Cargo Container, a Zoning Permit or a Temporary Use Zoning Permit must be acquired from the City. A minimum of 6 months must elapse prior to issuance of a ~~subsequent second~~ Temporary Use Permit on any property.

(F) *Performance Standards.* A cargo container installed after adoption of this Ordinance and those in use prior to the date of enactment of this Ordinance are subject to the following requirements.

1. Cargo containers shall not be stacked or connected to another Cargo Container or any structure on the property.
2. Cargo containers shall be used only for storage of materials or commodities incidental to the primary use on the property and shall not be used for human habitation
3. Cargo containers shall not be used for commercial retail purposes.
4. Cargo containers for rental to others must meet the following guidelines.

(a) Of the total rental units available, cargo containers shall not be greater than 25% of the total units when used as part of a self-storage facility.

(b) Cargo containers rented to others shall have non insecticide treated wood and shall not be coated in lead paint.

(c) Cargo containers shall be placed on either:

(1) A level pad with concrete curbs under the front and back of the container.

(2) Concrete Piers

(3) Slab on Grade

(4) Pile Foundation

(d) Cargo containers shall be neutral in color and have an identification number. No stickers or advertising shall be allowed on the containers.

5. Cargo containers shall not be provided with refrigeration, heating, electricity or plumbing.
6. Refuse and debris shall not be stored in, against, on or under any cargo container.
7. A cargo container may not occupy any required off-street parking spaces or loading/unloading areas or fire lanes in any district.
8. Cargo containers shall not block, obstruct, or reduce in any manner any required exits, windows, vent shafts, parking spaces, access driveways or fire hydrants.
9. Cargo containers permitted as a Temporary Use shall be placed on asphalt or concrete surfaces and not on grassy areas.
10. Cargo containers must meet setback regulations and will be included in impervious surface calculations unless permitted as a Temporary Use.
11. Cargo containers shall not be placed upon any public right of way unless permitted in accordance with § 96.068 PERMITS; TEMPORARY PLACEMENT OF CONTAINERS IN RIGHTS-OF-WAY.
12. Cargo containers must be structurally sound, stable and in good repair. Any container that becomes unsound, unstable or otherwise dangerous shall be immediately repaired or removed from the property. Any cargo container kept in disrepair shall be considered a public nuisance and may be removed by the City after due notice in accordance with City Code.

(G) *Existing Cargo Containers.* All property owners within the City that have existing cargo containers shall have ~~12 months ninety days~~ from the effective date of this Ordinance to bring any property that is not in compliance into full compliance with the provisions of this Chapter.

**SECTION THREE:** If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this ordinance.

**SECTION FOUR:** In addition to the compliance provisions set forth in Chapter 10.99 any person violating provisions of this ordinance is guilty of a petty misdemeanor and subject to the maximum penalty as set forth by state statute, plus the costs of prosecution in any case.

**SECTION FIVE:** This ordinance shall take effect upon its passage and publication.



Passed and adopted by the Sauk Centre City Council this 15th day of March, 2017.

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By Warren Stone  
Its Mayor

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By Vicki M. Willer  
Its City Administrator

Planning Commission  
Staff Report

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**Meeting Date:** April 11, 2017  
**Subject:** Informational Items  
**Agenda Item:** 9a

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**Description/Summary**

- Stearns County Memo – Amendments to Subdivision Ordinance
- Scrap Metal Clean Up Day - Will be held on Saturday, May 13, 2017  
8:00 a.m. to 1:00 p.m. Civic Center parking lot
- Household Hazardous Waste – Stearns County
- LMC Safety & Loss Control Workshops
- GTS Educational Events
- Comprehensive Plan Update – Kick Off meeting was held on March 22, 2017 (see attached Agenda, revised time line schedule, Community Inventory and Profile, and draft of Community Survey.

**Action Requested:**

Informational items only.

**Action Taken:**

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**Motion:**

**Second:**

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# COUNTY OF STEARNS

## *Environmental Services Department*

Administration Center Rm 343 • 705 Courthouse Square • St. Cloud, MN 56303  
320-656-3613 • Fax 320-656-6484 • 1-800-450-0852

### MEMO

**TO:** City Clerks/Administrators  
**FROM:** Angie Berg, Land Use Division Supervisor  
**DATE:** March 13, 2017  
**RE:** Public Hearing regarding amendments to Stearns County Subdivision Ordinance #230

NOTICE OF PUBLIC HEARING  
AND  
NOTICE OF INTENT TO ENACT ORDINANCE NUMBER 550

Pursuant to Minnesota Statutes, Chapter 394 and Chapter 375, notice is hereby given that the Stearns County Board of Commissioners, in and for the County of Stearns, shall conduct a public hearing to consider enactment of Ordinance Number 550, an Ordinance amending Subdivision Ordinance 230. The purpose of the amendments is to redefine the final plat approval for minor subdivisions and clarify Township review process of plats.

Notice is further given that the Stearns County Board of Commissioners shall conduct the public hearing on **Tuesday, April 18, 2017** beginning at 10:05 a.m. in the County Board Room of the Stearns County Administration Center, located at 705 Courthouse Square, St. Cloud, MN 56303.

Copies of the proposed ordinance changes are also available upon request and online at [www.co.stearns.mn.us](http://www.co.stearns.mn.us). All interested persons are invited to attend said public hearing or submit written testimony prior to the hearing date. Written testimony should be submitted to Angie Berg at the Stearns County Environmental Services Department, Administration Center, Room 343, 705 Courthouse Square, St. Cloud MN 56303 or via email at [angie.berg@co.stearns.mn.us](mailto:angie.berg@co.stearns.mn.us).

Angie Berg, Land Use Division Director  
Environmental Services Department

**Barrier Free Status:** This meeting will be accessible to the handicapped. Attempts will be made to accommodate any other individual need for special service. Please call Jeanne Ahmann at (320) 656-3613 early so that arrangements can be made.

# CITY of SAUK CENTRE

 **DRAFT**



# 2017 Spring CLEAN UP DAY

**Saturday, May 13 • 8 a.m. – 1 p.m.**

**The City of Sauk Centre  
is offering disposal of the following  
items for city residents:**

**Misc. E-Waste:**

**\$5.00 Each Item**

- Computer Towers
- Copiers
- Laptops
- Printers
- Radios, etc.

**Appliances with Freon:**

**\$10 Each Item**

- Refrigerators
- Freezers
- Air Conditioners
- Dehumidifiers

**Items with No Charge:**

- Lawn Mowers
- Snowblowers
- Exercise Equipment
- Bikes
- Anything with Metal on it
- Pots
- Pans
- Car Batteries

**Appliances without Freon:**

**\$5 Each Item**

- Dishwashers
- Humidifiers
- Microwaves
- Clothes Washers
- Water Softeners
- Dryers
- Furnaces
- Stoves
- Water Heaters

*Drop off site is  
located at the  
Sauk Centre Civic  
Arena parking lot  
818 Centre Street.*

**TV's or Computer  
Monitors**

**Less than 7" ....ea. \$5.00**

**7" to 27" ..... ea. \$15.00**

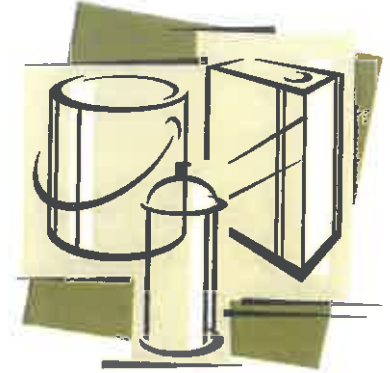
**Larger  
than 27" ..... ea. \$30.00**

**ABSOLUTELY NO  
RV REFRIGERATORS**

**MARK YOUR CALENDARS - A GREAT TIME TO CLEAN UP!**

# CLEAN UP TIME?

What are you going to do with all those hazardous or nuisance products lying around your home?



## TAKE ADVANTAGE OF THE HOUSEHOLD HAZARDOUS WASTE COLLECTION!

### Products accepted include:

- |               |                        |             |
|---------------|------------------------|-------------|
| ☺ Paints      | ☺ Automotive Chemicals | ☺ Adhesives |
| ☺ Cleaners    | ☺ Sealers              | ☺ Aerosols  |
| ☺ Poisons     | ☺ Garden Chemicals     | ☺ Solvents  |
| ☺ Roofing Tar | ☺ Pool Chemicals       | ☺ Mothballs |
| ☺ Fuels       | ☺ Fluorescent Bulbs    | ☺ Mercury   |

### Products NOT accepted include:

- |                               |                        |                         |
|-------------------------------|------------------------|-------------------------|
| ☹ Used Motor Oil *            | ☹ Antifreeze *         | ☹ Electronics           |
| ☹ Unknowns                    | ☹ Explosives           | ☹ Household Garbage     |
| ☹ Appliances                  | ☹ Furniture            | ☹ Tires                 |
| ☹ <b>Pharmaceutical Waste</b> | ☹ <b>Medical Waste</b> | ☹ <b>Business Waste</b> |

Place: Sauk Center – Ice Arena  
Date: Wednesday June 14, 2017  
Time: 9am – 1pm



\* Residents are encouraged to use the public used oil facilities located throughout Stearns County.

For more information call Stearns County Environmental Services at 1-800-450-0852 or (320) 656-3613. THANK YOU!

INSURANCE AGENTS  
POLICE  
PUBLIC WORKS/PARKS & REC  
ADMINISTRATIVE  
HR/SUPERVISORY

# 2017 Safety & Loss Control Workshops

PRACTICAL TRAINING JUST AHEAD.



## LOCATIONS & DATES:

March 29—Mahnomon  
March 30—Alexandria  
April 5—Morton

April 6—Mankato  
April 12—Rochester  
April 18—St. Cloud

April 20—Brooklyn Park  
April 25—Cohasset  
April 27—St. Paul

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MORNING AGENDA

ADMINISTRATIVE TRACK 

8:30 – 9:30

**Can You Hear Me Now? Cell Technology in the ROW, Plus Ordinance Codification**

Siting requests for large and small cell towers, and for small cell and distributed antenna systems (DAS) technology in the right-of-way, are increasing. Gain a better understanding of local authority over these siting requests and the applicable limitations. Plus, learn the steps to codification of your city's ordinances and resources available to help.

SC EO

9:45 – 10:45

**Contracts and Collaboration: Making It Clear Even in the Cloud**

In the vast sea of technology, collaborative and cloud solutions seem too confusing and out of reach. Learn how to avoid pitfalls in technology contracts, understand the terms in today's techie grab bag, and hear success stories of collaborative solutions.

SC EO

10:45 – 11:30

**Supervisor's Guide to FLSA Changes: Don't Get Burned by Misclassifying Employees**

The Fair Labor Standard Act (FLSA) defines who must be paid overtime. To be considered exempt, employees must meet certain minimum tests. Effective 12/1/16, the U.S. Department of Labor issued final rules increasing the salary basis test threshold (which may remain intact, be delayed, or even reversed). Receive the most up-to-date information on FLSA exemptions.

SC HR

11:30 – 12:15

**45-Minute Lunch Included**

EO Also suggested for elected officials

HR Also suggested for human resources staff

SC Also suggested for small cities staff

POLICE TRACK 

**Bitesize Briefings on Big Ideas: Police Risk Management 2017**

Inspired by TED Talks, hear three brief presentations on timely police topics during this hour-long session. In *What's Up With Lineups?*, learn about new identification procedures that increase accuracy. Then review *Police Liability, Injuries, Trends, and Loss Control Programs*. Finally, examine *Police Response to Mental Illness Calls*, which is a changing landscape.

HR

**What to Do When Officer D. Stress Asks for Help**

Any agency can design an effective response to the mental and emotional concerns of its officers. Hear from Sgt. Casey with St. Paul PD about a range of behavioral health topics, and learn strategies for purposeful and deliberate action.

HR

**More Bitesize Briefings on Big Ideas: Police Risk Management 2017**

Inspired by TED Talks, hear two brief presentations on timely police topics in this session. During *Religion in the Workplace*, learn how accommodations law applies to hiring, scheduling, and religious dress/grooming practices. Then hear about *Policing in VUCA Environments* (Volatile, Unpredictable, Complex, and Ambiguous).

HR

**45-Minute Lunch Included**

STAY FOR THE AFTERNOON HR & LEADERSHIP TRACK!



PUBLIC WORKS/PARKS & REC 

**Let's (Not) Put Our Back Into It!**

Discuss some of the ergonomic risk factors inherent in many Public Works and Parks & Rec's daily jobs, the danger these risks pose, and the tools that can help (including a daily stretch routine).

SC HR

**Water & Mold: How Much Is Too Much**

Understand when to attempt clean-up and remediation yourself, and when to call for help.

SC EO

**Working with Contractors:**

READ THE FINE PRINT

Learn the risk management steps to take before, during, and after a contractor starts working on a city project. Review contracts and insurance requirements, OSHA implications, and lessons learned from examples of LMCIT member claims related to contractors.

SC EO

**45-Minute Lunch Included**

STAY FOR THE AFTERNOON ADMINISTRATIVE TRACK!



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## AFTERNOON AGENDA

ADMINISTRATIVE TRACK 

12:15 - 1:15

**Preventing Child Abuse in Youth-Serving and Park & Recreation Organizations**

Youth-serving organizations strive to create a safe environment for youth, employees, and volunteers. Cities must create a safety culture where child sexual abuse is discussed, addressed, and prevented by adopting strategies, policies, and procedures. Learn the six key components of child sexual abuse prevention for organizations.

SC HR EO

1:15 - 1:45

**Hackers and Crackers: Your Cybersecurity Toolkit**

Hackers are targeting cities at higher rates than ever. Many cities can't afford full time cyber-security staff. Receive a toolkit empowering you to be a cyber security mentor.

SC

2:00 - 2:30

**Disasters: Keep the Calm During the Chaos**

Natural disasters don't schedule when or where they will happen, and sometimes they arrive unannounced. Catastrophic failure of infrastructure could send your city into a downward spiral. What do you have in place to minimize risk and loss during events of this magnitude? Learn how some basic preparation, plans, and training can help.

SC EO

2:30 - 3:30

**Keeping Special Events Special: Insurance & Liability Issues**

Discover strategies to reduce risk when your city sponsors a special event, and when someone else holds a special event in your city. Learn about the risks associated with different types of special events, including events where alcohol is served or sold. Receive a checklist of issues to consider.

SC EO

INSURANCE AGENTS TRACK **Growing Risks Demand Greater Protection: Equipment Breakdown Coverage**

No organization can afford unexpected losses from the breakdown of critical mechanical and electrical equipment they rely on daily. Let's explore a solution: equipment breakdown insurance. This session will explore coverage basics, common equipment hazards, and real loss examples.

EO

**LMCIT Updates**

Don't miss an opportunity to hear about LMCIT's recent rate and coverage changes, as well as other important updates to be aware of.

EO

**Showing Your Expertise: Tips for Talking About LMCIT**

Cities often look to their agent as a primary source for advice and information about coverage options. You'll learn tips for better communicating not only the facts about LMCIT, but the unique values and advantages it represents.

**What Should We Do? Unique Claims and LMCIT Claims Decisions**

Learn about coverage analysis and liability analysis. Examine several unique claims to understand the ultimate decision by claims staff.

## NEW TRACK FOR 2017!

HR & LEADERSHIP TRACK **Veterans' Preference in Hiring Bootcamp**

What does Veterans' Preference mean for a city?

What has changed in recent years?

What are the best practices for complying?

The penalties for failing to comply are substantial, ranging from bad publicity to costs associated with a lawsuit, civil penalties, and the city can even be ordered to redo the hiring process!

Join us to review these important laws so you can ensure your city has effective and compliant hiring practices in place.

HR

**Overcoming Unconscious Bias: Better Decisions, Better Results**

Managers not aware of their own biases can make stereotype-based decisions without ill intent or even knowing they are doing it. Besides potential legal issues, this can keep your city from attracting and retaining qualified employees who are persons of color, disabled, women in nontraditional roles, and members of many other social groups.

HR EO

**Punishments and Paybacks: The Importance of Recognizing and Preventing Workplace Retaliation**

Retaliation is the most common claim handled by the EEOC (45% of all charges), and in 2016 they issued a new enforcement guidance. City supervisors need to understand how retaliation manifests itself in a workplace, how to prevent it from occurring, and how to address situations of observed or reported retaliation.

HR





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- Elected officials
- Human resources professionals
- Parks & rec professionals
- Peace officers
- Public works professionals
- Staff from small cities
- Technology professionals

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- Claims adjuster credits
- Insurance agent credits
- POST credits
- Water and wastewater operator contact hours

**LEAGUE OF MINNESOTA CITIES INSURANCE TRUST**

**\*NEW FOR 2017: COVER THE LATEST IN SUPERVISORY ISSUES IN THE HR & LEADERSHIP TRACK**

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## Upcoming Sessions

More information on the 2017 Season be posted by the end of April, 2017 If you would like to receive information on upcoming courses, please email Dolly Parker to be added to the marketing list.

# LAND USE TRAINING AND EDUCATION PROGRAM

2016 Land Use Training  
& Education Program



REQUEST FOR PRESENTERS

Everyone is impacted by how land is used. Land Use describes a decision-making process used to determine how a land should be developed to meet the needs of residents, businesses, and government. Building mixed-use developments, adding more bike lanes and walking paths, or zoning land for commercial development are examples of just some of the ways land can be developed to meet community needs.

From basic to advanced core content, to special and emerging topics, the **Land Use Training and Education Program** is designed to provide opportunities for elected and appointed officials, land use planning and zoning staff, the business community, community-based organizations, and concerned citizens from cities, suburbs, towns, and rural areas to engage in conversations and collaborative learning that will drive toward equitable and sustainable land use outcomes.

Workshops are held throughout the year in various locations. Presenters have extensive backgrounds in their discipline areas, and workshops include practical content, opportunities for in-depth study and hands-on application as well as handouts and reference materials.

The purpose of the Program is to ensure economic vitality, and environmental and public health for all communities by engaging and informing a diverse group of public, private and civic stakeholders regarding ongoing and emerging land use issues.



ENGINEERS  
PLANNERS  
DESIGNERS

## **Sauk Centre Comprehensive Plan Task Force Kickoff Meeting Agenda**

**March 22, 2017 1 PM**

**City Hall**

1. Introductions
2. Project Scope of Work/Process (SRF Presentation)
3. Overview of Community Profile Report (SRF Presentation)
4. Working Session - Early Input on Opportunities and Challenges to Growth
5. Working Session – Review of Draft Survey
6. Next Steps

# Schedule

Schedule	2017												2018				
	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	
1.0 Project Management																	
2.0 Participation Process																	
2.1 Task Force Meetings																	
2.2 Website, Facebook																	
2.3 Planning Comm & Council Updates																	
2.4 Workshops																	
2.5 Community Survey																	
2.6 Public Hearings																	
3.0 Planning Services																	
3.1 Inventory & Profile																	
3.2 Trends and Projections																	
3.3 Goals and Objectives																	
3.4 Future Land Use Plan																	
3.5 Implementation Plan																	
3.6 Draft and Final Plan																	
4.0 Technical Services																	
4.1 Natural Environment Plan																	
4.2 Transportation Plan																	
4.3 City Services Plans																	

TF = Task Force    PC = Planning Commission    CC = City Council    W = Workshop    PH = Public Hearing

Note: SRF is available to work with the City to modify the proposed schedule as shown.

# Community Inventory and Profile

## DEMOGRAPHICS

Within the past century, Sauk Centre experienced primarily population growth with the only decline occurring between 1970 and 1990. According to the 2010 U.S. Census data, the population of the city was 4,317 which is an increase of almost three (3) percent from 2000. Sauk Centre's population share of Stearns County has declined slowly over the years as evident by Table B-1. This decline is likely attributable to other cities growing at a faster rate within the county. An estimate from 2015 is provided which exposes only a marginal increase in population for the city at 4,331. Although growth has been significantly tame compared to recent decades, the city does not appear to be alone in this experience as evident by the overall county's growth.

Table B-1: Population Change Comparison 1920 to 2015

Year	Stearns County		Sauk Centre		
	Population	Percent Change	Population	Percent Change	Percent of Stearns County
1920	55,741	16.8%	2,699	25.3%	4.8%
1930	62,121	11.4%	2,716	0.6%	4.4%
1940	67,200	8.2%	3,016	11.0%	4.5%
1950	70,681	5.2%	3,140	4.1%	4.4%
1960	80,345	13.7%	3,573	13.8%	4.4%
1970	95,400	18.7%	3,750	5.0%	3.9%
1980	108,161	13.4%	3,709	-1.1%	3.4%
1990	118,791	9.8%	3,581	-3.5%	3.0%
2000	133,166	12.1%	3,930	9.7%	3.0%
2010	150,642	13.1%	4,317	9.8%	2.9%
2015	154,708	2.7%	4,331	0.3%	2.8%
<b>Average*</b>	<b>94,225</b>	<b>12%</b>	<b>3,443</b>	<b>8%</b>	<b>4%</b>
<b>Median*</b>	<b>87,873</b>	<b>13%</b>	<b>3,577</b>	<b>7%</b>	<b>4%</b>

Source: United States Census Bureau, Decennial Census and ACS Estimates, 1920 to 2015. Note: Italics are estimates and includes temporary population. \*Average and Median of Census years only.

### Racial Composition

The racial composition of Sauk Centre, according to 2015 estimates, consisted of 94 percent of residents reporting as White, two (2) percent as Black or African-American, and four (4) percent as some other racial category. Persons of Hispanic origin made up seven (7) percent of the population. A comparison between the racial composition of the city and Stearns County is provided in Table B-2.

**Table B-2: Permanent Population Racial Composition, 2015**

Race	Stearns County	Sauk Centre
White	91%	94.0%
Black or African-American	4%	2%
Other	5%	4%
Hispanic Origin*	3%	7%

Source: United States Census Bureau, ACS Estimates, 2015. \*Defined as an ethnicity, not a racial category.

### Age Distribution

A population pyramid illustrates the distribution of age groups in a population within an area. The graph consists of two back-to-back bar graphs, with the percentage of population plotted on the horizontal axis and the age groups on the vertical axis. The left side of the graphs represent the percentage of males and the right side the number of females in each of the five-year age groups. Data estimates from the U.S. Census was applied in the creation of these pyramids.

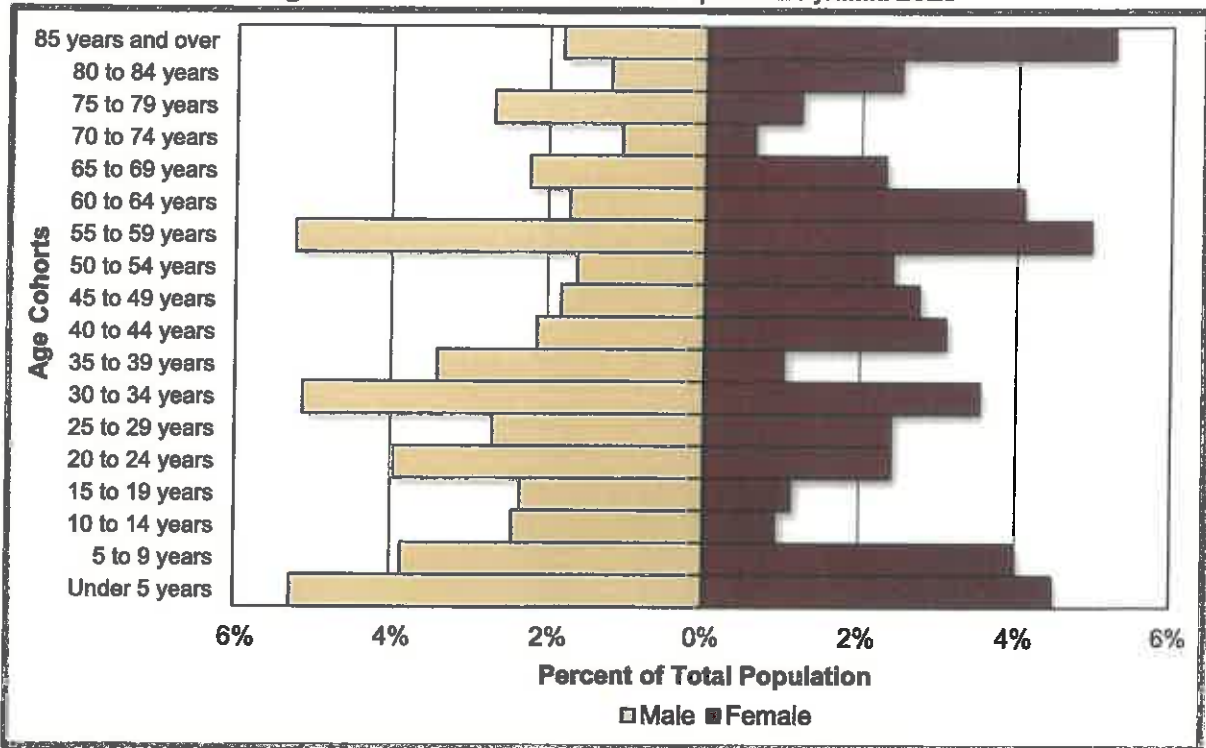
By comparing Sauk Centre population pyramids between 2010 and 2015 as shown in Figures B-1 and B-2, consistencies and inconsistencies of population can be identified. The purpose of the six year span ensures that a person within an age cohort in 2010 changes to the next by 2015. In addition to showing how the population of Sauk Centre is aging, the pyramids also shed light on how the community may be impacted by fertility, migration, and mortality. For example, there is a clear difference in the under 5 years of age cohort suggesting that since 2010 the fertility rate within the city has increased. A noticeable example of a migration change is evident by the genders. When comparing the two pyramids, it appears that males in the city had a tendency to migrate to or remain in the city whereas females tended to migrate away from the city within the five year period. Finally, the clearest example of aging population and overall mortality is the age cohorts of 55 and over which includes the Baby Boomer generation.

The changing age of the city's population will have implications on housing, education, and a host of related needs that will result in different land use demands than previously expected. The potential implications of population changes on future land use includes the following table:

**Table B-3: Age Group Land Use Implications**

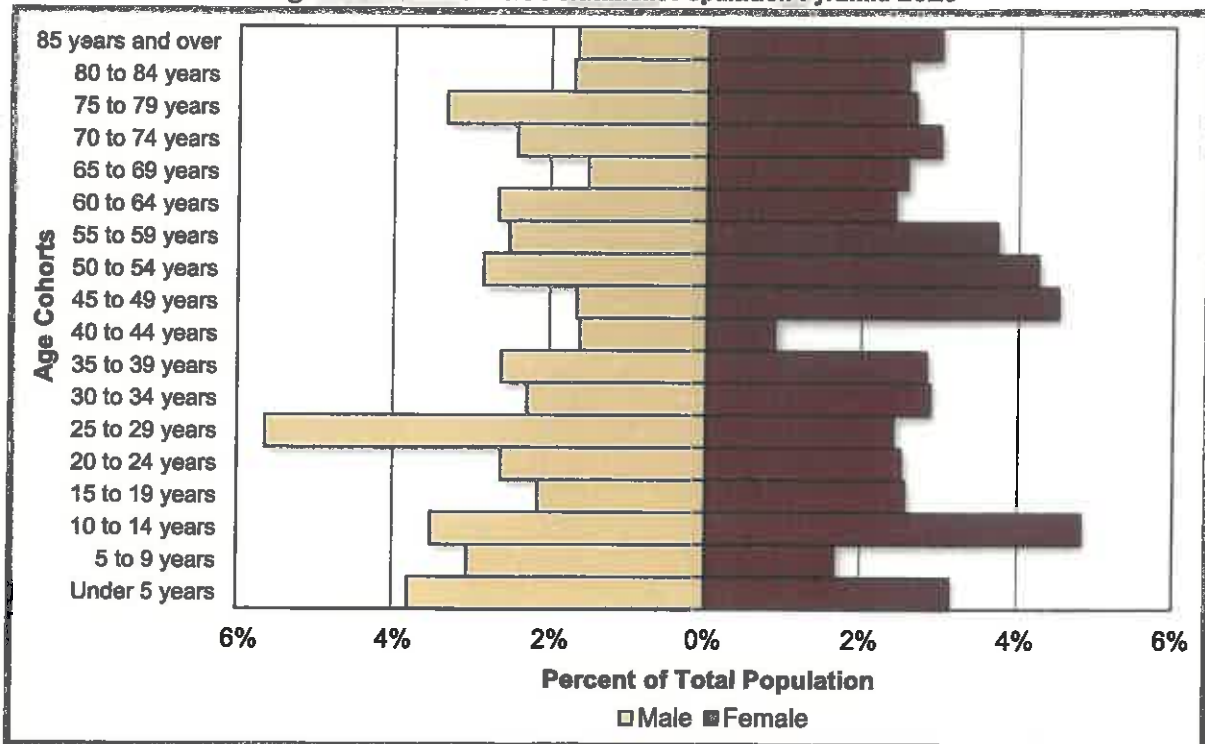
Growing Age Group	Potential Land Use Implications
Families with small children	<ul style="list-style-type: none"> <li>▪ Demand for low or medium density residential housing</li> <li>▪ Demand for neighborhood parks (parks integrated into residential developments) suitable for children</li> </ul>
Retirement age/elderly	<ul style="list-style-type: none"> <li>▪ Demand for smaller residential property in the form of medium to high density residential (smaller units with less yard space to maintain)</li> <li>▪ "Retirement age" communities are becoming increasingly popular that include a mix of housing types, usually developed through a PUD (Planned Unit Development) or PAD (Planned Area Development) with an accompanying special land use master plan</li> </ul>

Figure B-1: Sauk Centre Permanent Population Pyramid 2015



Source: United States Census Bureau, American Community Survey Estimates, 2015.

Figure B-2: Sauk Centre Permanent Population Pyramid 2010

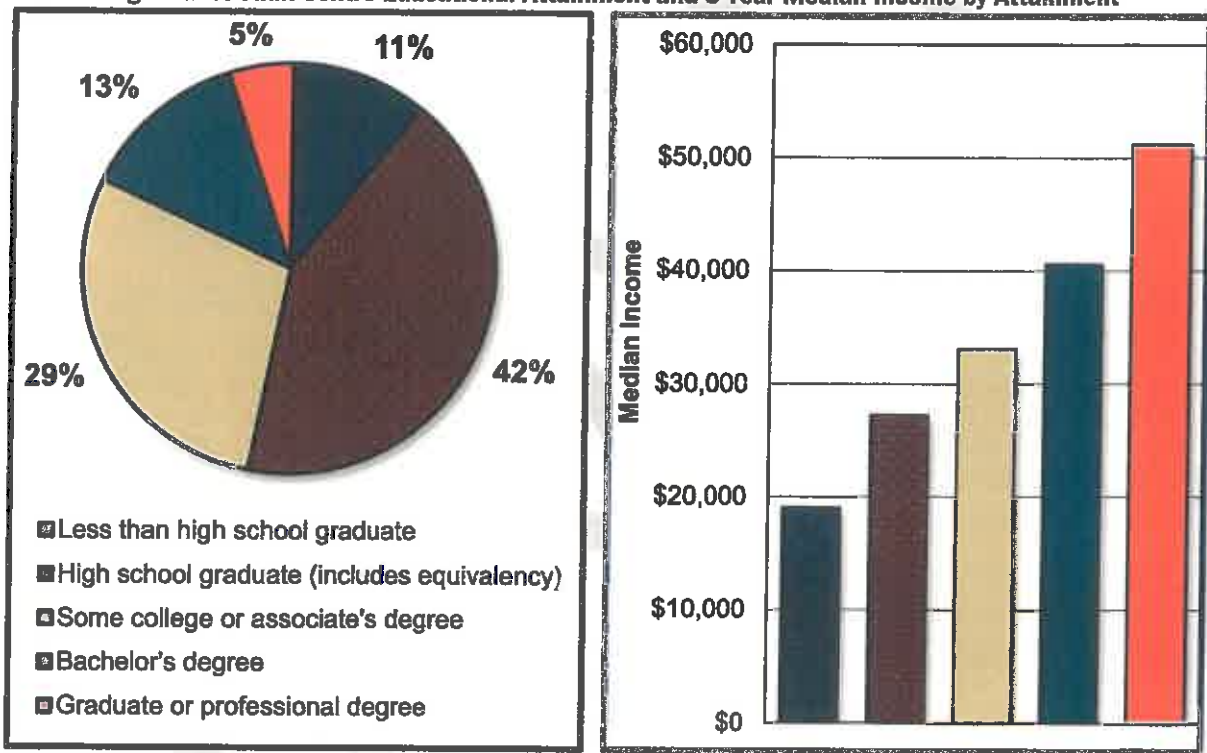


Source: United States Census Bureau, American Community Survey Estimates, 2010.

## EDUCATION

Education and income are undeniably linked, and play a significant role in a community's economy (Figure B-3). Sauk Centre falls slightly below average in terms of educational attainment and its relationship to income. Roughly 89 percent of city residents over the age of 25 hold at least a high school diploma, which is marginally less than the county average of 91 percent. Approximately 18 percent of adults over the age of 25 hold a bachelor's degree or better, compared to 25 percent countywide. When comparing the median income for a person holding a high school diploma, those within the city make approximately \$3,200 less than the county average. In addition, for a person holding a bachelor's degree, the median income in the city is approximately \$2,400 less than the county average. This finding suggests that economic development focused on creating higher income employment opportunities should continue to be a priority for the city in order to enhance the quality of life of the community.

Figure B-3: Sauk Centre Educational Attainment and 5-Year Median Income by Attainment

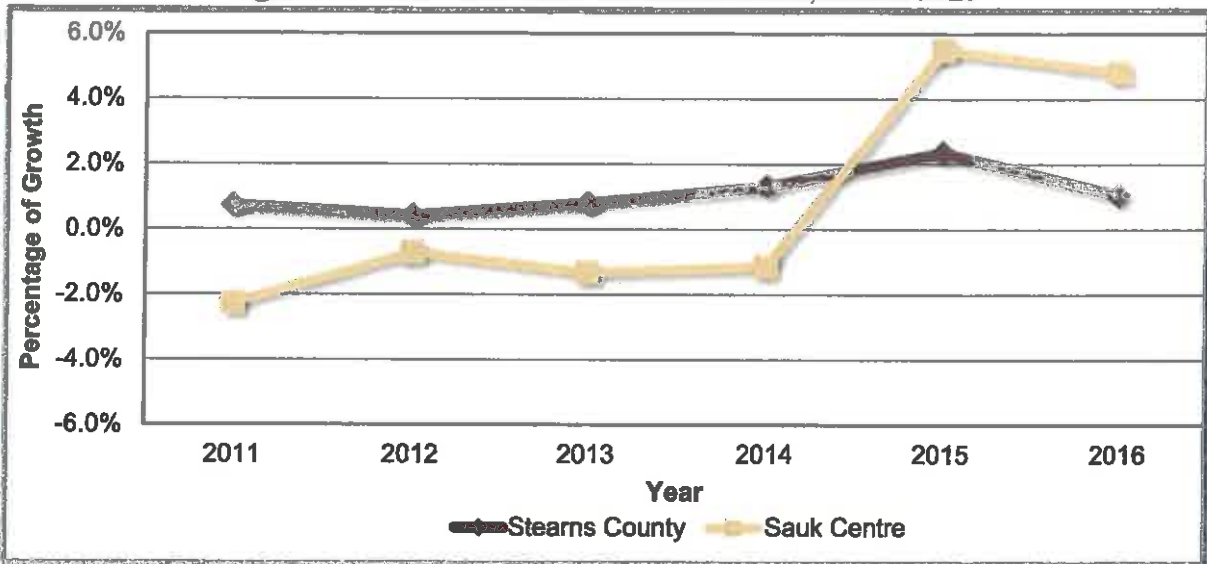


Source: United States Census Bureau, American Community Survey Estimates, 2015.

As evident by the population pyramids, there is a growing cohort of children in the city. According to the Minnesota Department of Education, Sauk Centre has experienced roughly five (5) percent annual growth in total school enrollment the past two years (2015 & 2016). Figure B-4 compares the extent of enrollment growth of the city to the county. While collectively the county continues to experience growth in school enrollment, the sudden change from a slow decline to significant growth for Sauk Centre is significant and should continue to be monitored. This is another indicator of the potential need to focus on providing single family housing opportunities and associated neighborhood-level recreational opportunities.



Figure B-4: PK-12 Public School Enrollment Growth, 2011 to 2016



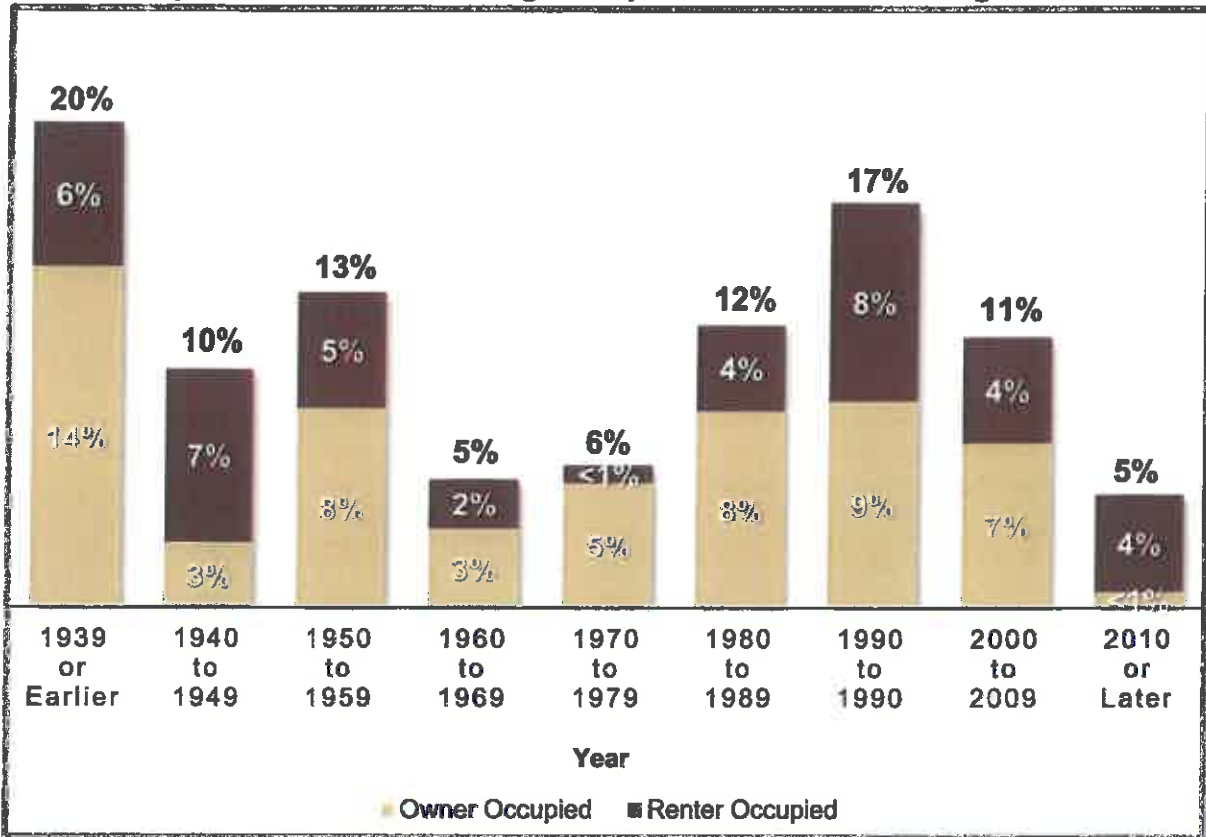
Source: Minnesota Department of Education, 2011 to 2016.

## HOUSING CHARACTERISTICS

Some of the most useful U.S. Census Bureau housing data sets include persons per household, housing occupancy, and housing tenure. This data identifies current housing trends in a community by examining housing supply and demand, which can help decision makers with decisions on future development. There were a total of 1,966 housing units in Sauk Centre as of 2015. The average persons per household in the city was 2.59 for occupied housing and 1.74 for rental housing, which are both less than the county and state average. The homeowner vacancy rate in the city is four (4) percent. While more than the county average, the rate is closer to a vacancy rate considered as healthy (average national vacancy rate is seven (7) percent). Sauk Centre's housing tenure is 59 percent owner-occupied, which is below the county average. Having a large number of owner-occupied homes implies that the community's population more likely to be invested in the county and local communities.

The age distribution of the housing stock in Sauk Centre is illustrated in Figure B-5 (Black Bold Percentages). This analysis shows the majority of housing in Sauk Centre was built before the 1940s. The second largest group of housing was built in the 1990s. Five (5) percent of the housing stock in Sauk Centre has been built since 2010 (note that this figure will likely increase following the second half of the decade). Figure B-5 also shows the distribution of housing tenure by the age of housing stock (White Percentages). From this graphic, it is apparent that in most cases the age of housing does not have a significant impact on whether the housing is considered owner or renter occupied. The figure does reveal a lower than expected percentage (<1%) of owner occupied housing built since 2010 and is on track for being the lowest on record. This relatively low percentage of owner occupied housing may mirror a national trend of an increase in renter occupied housing construction. Additionally, it could also signal an underlying affordability barrier to home ownership.

**Figure B-5: Distribution of Housing Stock by Year Structure Built & Housing Tenure**



Source: United States Census Bureau, American Community Survey Estimates, 2015.

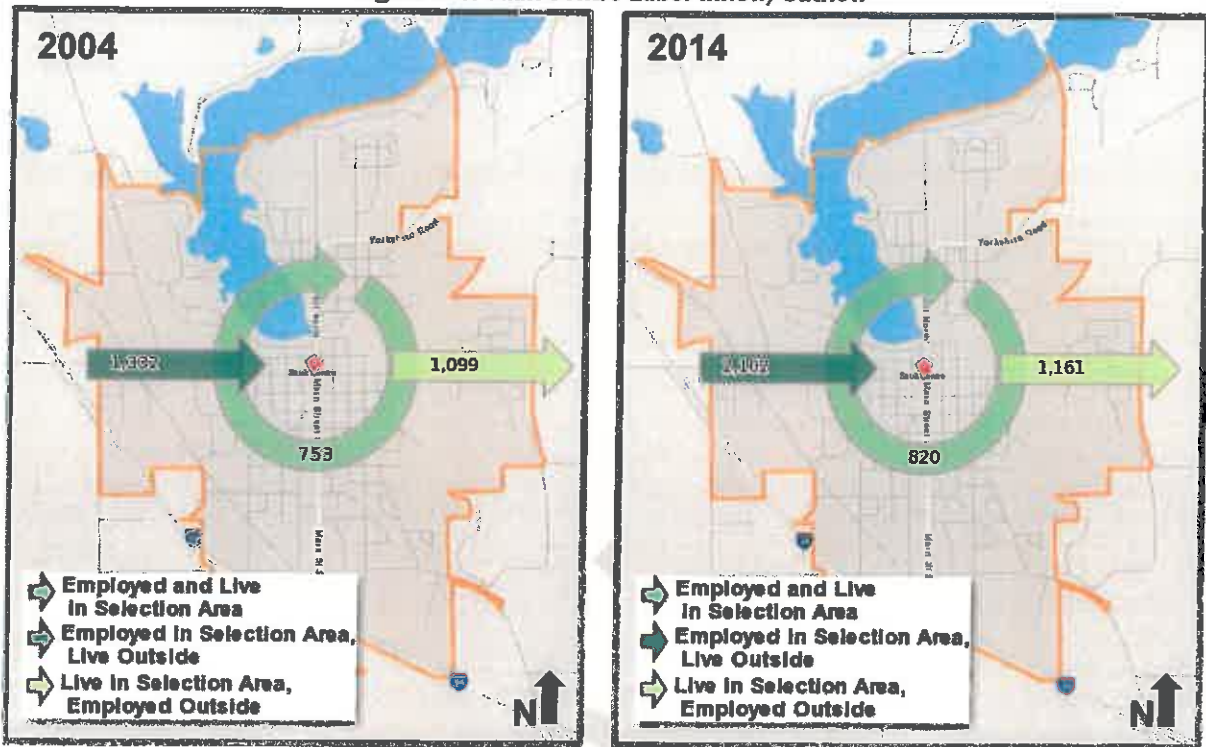
### Housing Location and Place of Employment

Another characteristic of housing that is critical to examine is its relationship to employment. Commuting plays a large role in shaping the built environment and the quality of life in cities and regions. Commuters incur a travel cost (time + fuel) which increases the cost of living. This cost factors into land prices, and is thus an implicit consideration in the locational decisions of employers and households.

Figure B-6 displays the city’s inflow and outflow of workers between 2004 and 2014. During this decade the total number of people both living and working in the city increased by nine (9) percent. In comparison, those living in the city but working outside the city increased by six (6) percent, while those living outside the city but working inside the city increased significantly by 58 percent. Although these quantities do provide a general overview of growth, they do not directly identify the current trend or distribution change between the three scenarios.

For example, while the population of those both living and working in the city has grown, its share of the overall employed population has declined by four (4) percent. The share of those living in the city but working outside the city has declined by six (6) percent, while those living outside the city but working in the city has increased by ten (10) percent. This finding clearly suggests the city is becoming more dependent on workers living outside the city and is further supported in the following discussion regarding commute distance traveled.

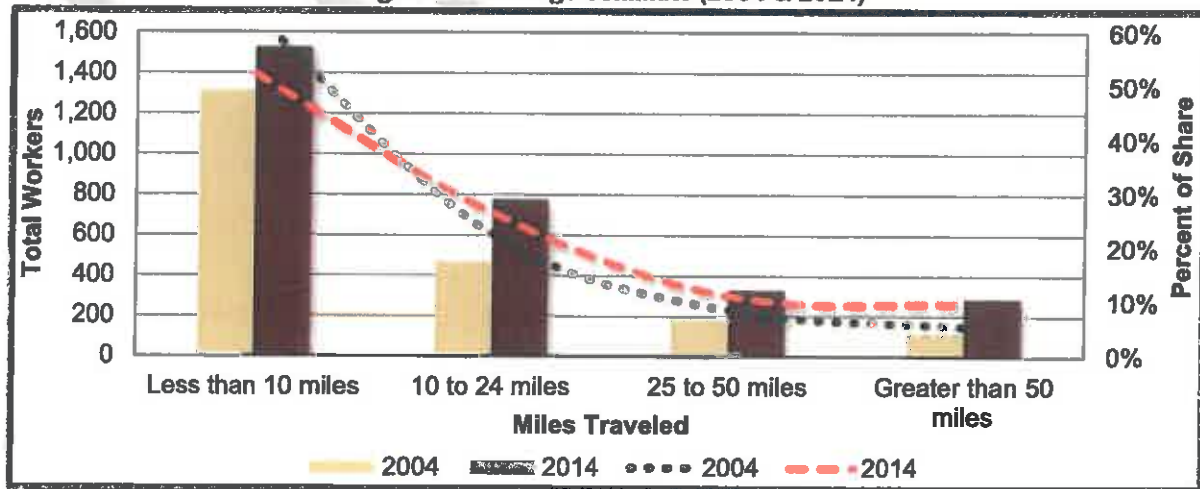
Figure B-6: Sauk Centre Labor Inflow/Outflow



Note: Overlay arrows do not indicate directionality of worker flow between home and employment locations.  
Source: United States Census Bureau, OnTheMap, American Community Survey Estimates, 2004 & 2014.

With an understanding that more workers are living outside of the city, Figure B-7 examines the average commute for workers, which can help depict just how far they are traveling. Similar to the previous finding, although the total number for all of the categories increased between 2004 and 2014, the share of each category has noticeably changed. For a city which extends at most three (3) miles across, commuters were 11 percent more likely to travel more than ten (10) miles to work in 2014 than in 2004.

Figure B-7: Average Commute (2004 & 2014)



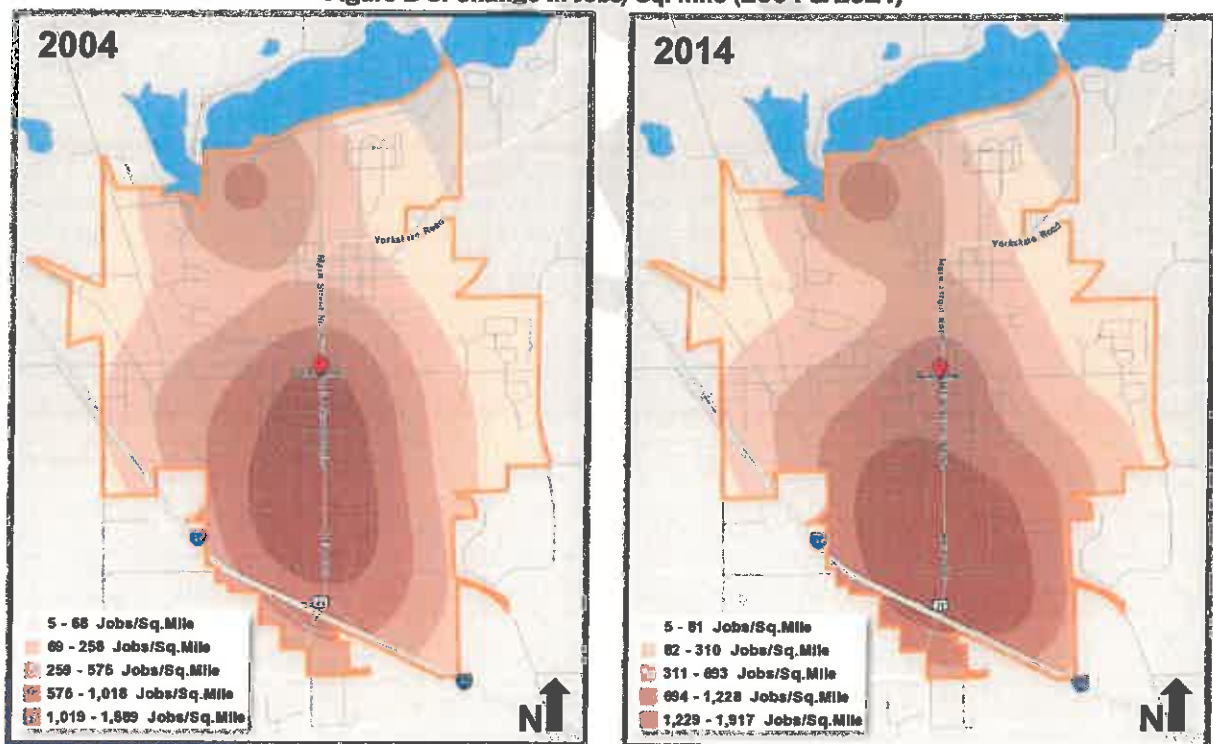
Source: United States Census Bureau, OnTheMap, American Community Survey Estimates, 2004 & 2014.

## ECONOMIC CHARACTERISTICS

Some of the most useful U.S. Census Bureau economic data sets include employment, household wages, and industries. Once aggregated, this data can reveal current economic trends in a community which can help decision makers make judgements on future land use for economic needs. After analyzing the economic estimates of 2014 in greater detail, the results revealed a total employment of 2,922. Of this total, approximately 22 percent or 650 employees are derived from industries of the basic sector.

**Basic sector** industries are firms and parts of firms whose economic activity are dependent on factors external, or factors located outside of the local economy. There are two prominent basic industries in Sauk Centre including **agriculture** and **manufacturing**. Between 2004 and 2014, the city's employment rate for the basic sector grew by 13 percent while the overall share of basic sector labor grew by ½ of a percent. The **nonbasic sector** consists of firms whose economic activity is dependent primarily on local economic conditions. There are two prominent nonbasic industries in Sauk Centre including **retail trade** and **health care**. Over the last decade, the city's employment rate for the nonbasic sector grew over five times, however, its overall share declined by ½ percent. When examining overall employment from a geographic perspective (Figure B-8), there was a clear momentum towards the southern portion of the city between 2004 and 2014. This momentum illustrates the importance of the Interstate 94 and Main Street interchange for growing businesses.

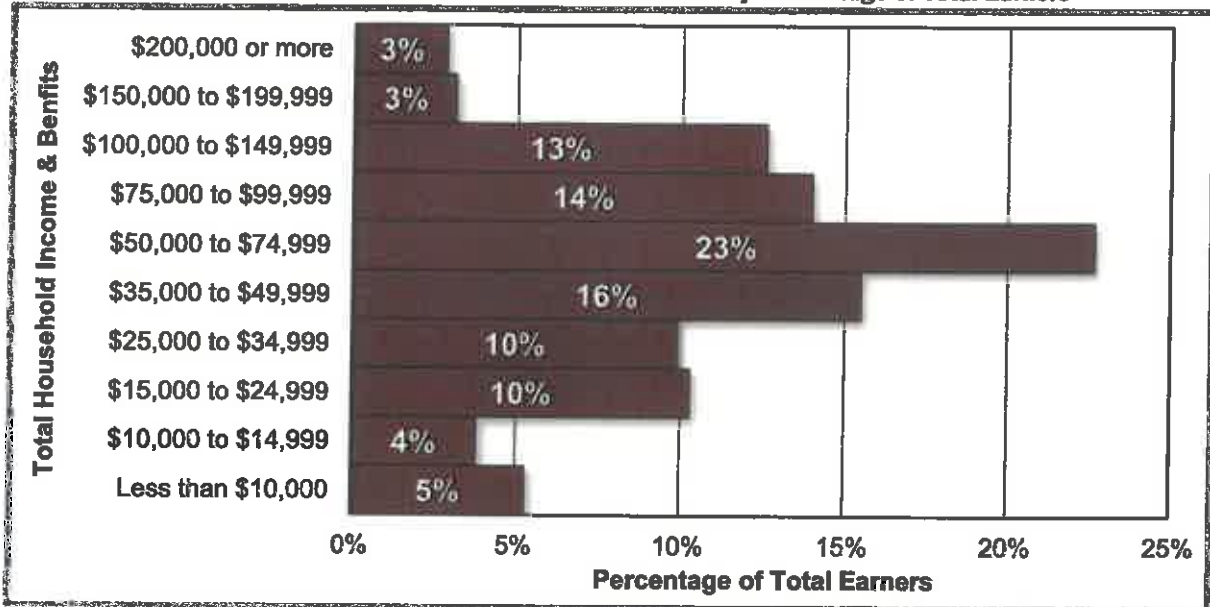
Figure B-8: Change in Jobs/Sq. Mile (2004 & 2014)



Source: United States Census Bureau, OnTheMap, American Community Survey Estimates, 2004 & 2014.

Expanding further on the local economy, an outline of income distribution is shown in Figure B-9. The average household income within the city for 2015 was about \$55,000 with the median closer to \$50,500. As alluded in the education section, both the city's average and median household incomes are less than the county's average for 2015 (by about 26 percent). Nevertheless, the city's 2015 household income reveals a significant increase by 15 percent since 2010.

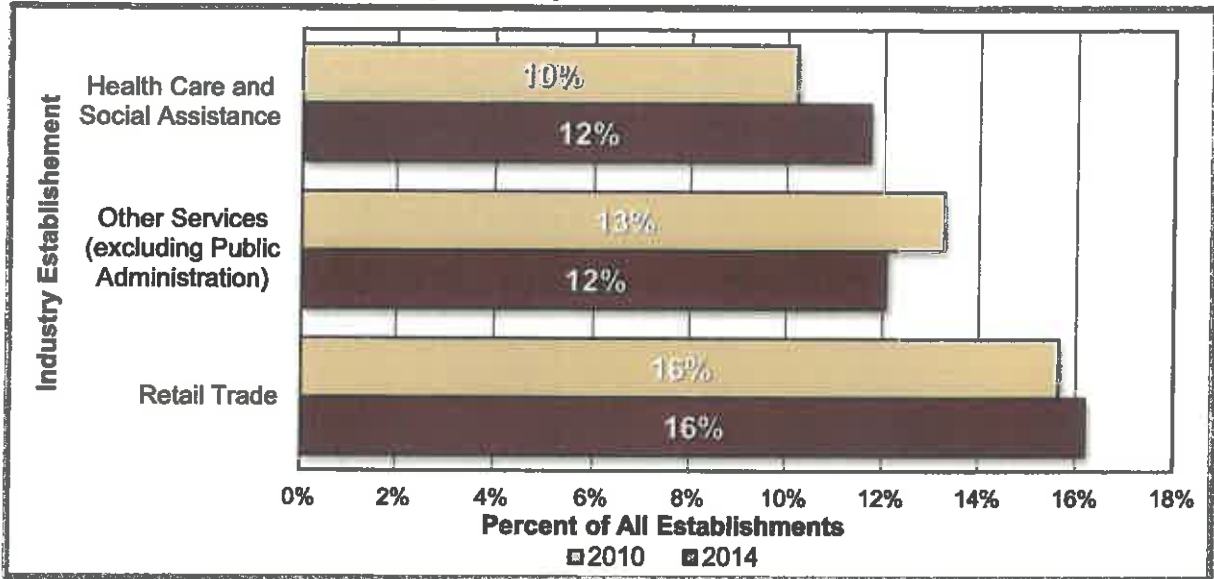
**Figure B-9: Distribution of Total Household Income by Percentage of Total Earners**



Source: United States Census Bureau, American Community Survey Estimates, 2015.

Another economic characteristic that can help identify trends within the city is changes in industry establishments. All industry data was obtained from the U.S. Census Bureau's County Business Patterns database (2010 and 2014). In 2014, the largest industries within the city were retail trade, other services, and health care and social assistance as illustrated in Figure B-10. The fastest growing industries (between 2010 and 2014) within the city were administration and support, (18%), wholesale trade (17%), and health care and social assistance (13%). Industries which have experienced the most decline in the city include agriculture (-33%), finance and insurance (-21%), and real estate (-20%).

Figure B-10: Top 3 Industry Establishments for 2010 and 2014



Source: United States Census Bureau, County Business Patterns, 2010 & 2014.

## TRANSPORTATION

Land use and transportation are intimately related, from the platting process to long-range planning. Roadway system characteristics affect the value of adjacent land, the physical use of space, and actual land use. Vibrant downtowns rely on pedestrian activity and the availability of on-street parking. In industrial districts, roadway geometries must allow trucks and machinery to maneuver. Commercial land value is tied to customer visibility, freight access, and parking, while in residential districts the opposite is true.

Roadway design standards are often codified. For example, right-of-way widths, building setbacks, and acceptable access density all vary based on functional classification. The roadway system should reflect existing and anticipated future travel needs that are rooted in land use. For all of these reasons, effective planning synthesizes transportation and land use considerations. This chapter provides a profile of Sauk Centre's existing transportation system. Topics include:

- Jurisdictional classification
- Key corridors and intersections
- Functional classification
- Access and mobility needs
- Existing vehicle volumes and capacity issues
- Crash history
- Commuting trends
- Multi-modal facilities

### Jurisdictional Classification

Roadways are classified by ownership. Highway jurisdiction is an important part of transportation planning because it defines the regulatory, maintenance, construction, and financial obligations of each governmental unit. An effective jurisdictional scheme ensures that each roadway is aligned with the

Sauk Centre Comprehensive Plan  
Community Inventory and Profile

jurisdiction which is best suited to maintain it. Jurisdictional classification follows a hierarchical organization, which accounts for the typical traffic volume and purpose of each corridor.

Figure B-11 illustrates jurisdictional classification for the Sauk Centre area. The Minnesota Department of Transportation (MnDOT) manages high-volume corridors with large travelsheds, which are intended to facilitate inter-state and regional trips. Stearns County manages intermediate-volume corridors with more limited travelsheds, such as County State-Aid Highways and county roads. The City of Sauk Centre operates the majority of roads that are contained within its municipal boundary; these are intended to facilitate short, local trips.

Because multiple systems are represented in the municipal network, municipalities frequently coordinate with other jurisdictions. Often high-profile, high-benefit projects occur on state-owned corridors and are funded through federal highway dollars. For example, a significant improvement to Sauk Centre's Main Street would require input, financing, and final approval from MnDOT.

Figure B-11: Existing Jurisdictional Classification

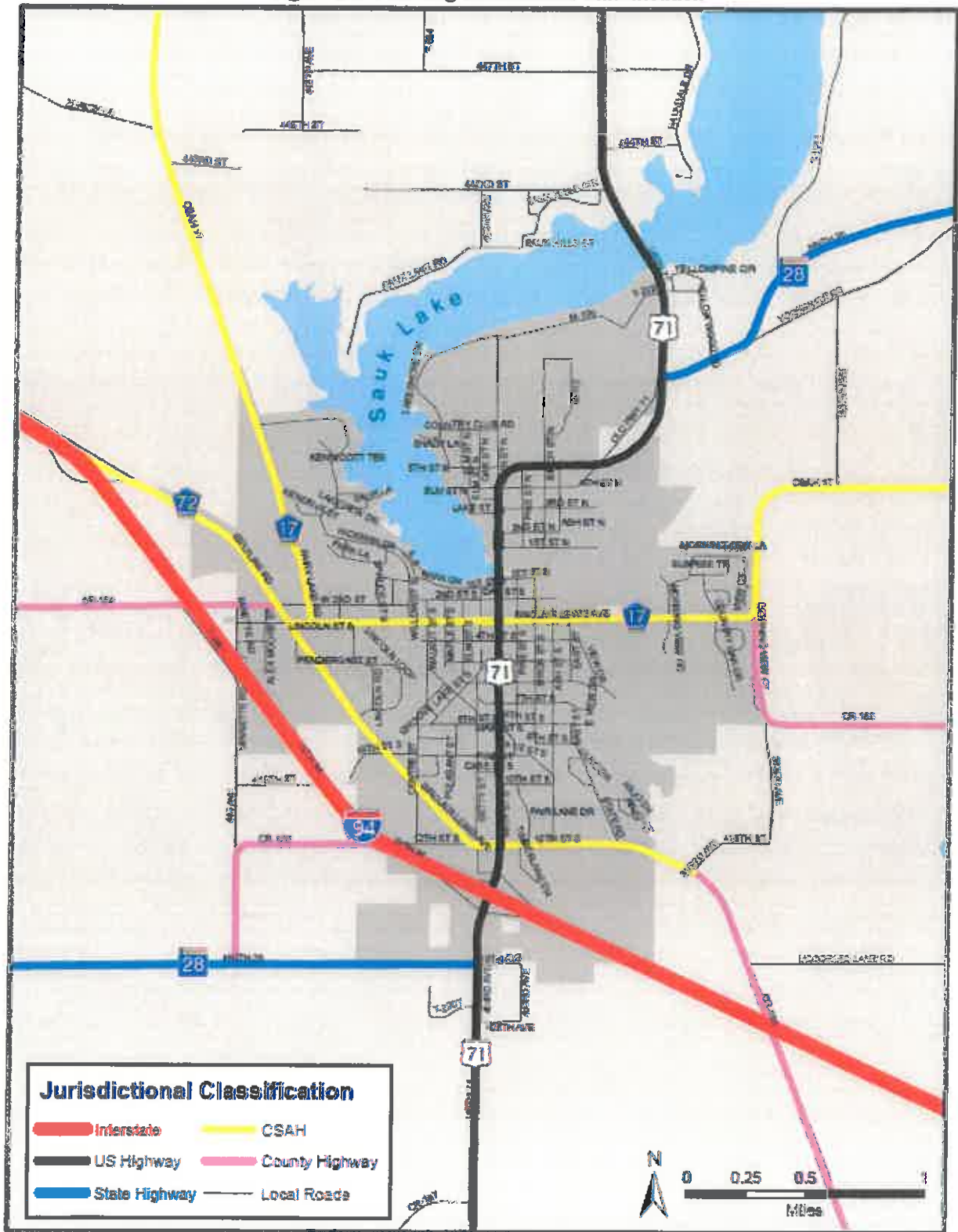




Table B-4 summarizes the typical characteristics for each jurisdictional classification in the Sauk Centre area.

**Table B-4: Jurisdictional Classification Characteristics**

System	Continuity and Connectivity	Travelshed	Access/Speed	Local Example
State System	Regional continuity and connectivity	Statewide	Limited Access/ High Speed	<ul style="list-style-type: none"> <li>▪ I-94</li> <li>▪ US 71</li> <li>▪ MNTH 28</li> </ul>
County System	Regional continuity and connectivity	Regional	Limited Access/ High Speed	<ul style="list-style-type: none"> <li>▪ CR-184</li> <li>▪ CSAH 17</li> </ul>
City Roads	<ul style="list-style-type: none"> <li>▪ High connectivity with urban area</li> <li>▪ Limited continuity outside of urban area</li> </ul>	Local Urban	High Access/ Low Speed	<ul style="list-style-type: none"> <li>▪ CR-184</li> <li>▪ CSAH 17</li> </ul>
Township Roads	Limited continuity	Local Rural	Moderate Access/ Moderate Speed	<ul style="list-style-type: none"> <li>▪ 4<sup>th</sup> Street S</li> <li>▪ Getty Street</li> <li>▪ Hiokman Drive</li> </ul>

### Key Corridors

This section provides an overview of critical county, state, US, and interstate highways that pass through Sauk Centre. All corridors are operated by MnDOT and/or Stearns County. Roadway jurisdiction, functional classification, and other corridor characteristics are described in greater detail in the remainder of the chapter. A brief description is provided below:

- **Interstate 94 (I-94)** – The interstate serves regional and inter-state through-trips and connects Sauk Centre to surrounding activity centers including St. Cloud and the Twin Cities metro. It is a 4-lane, divided rural expressway. The average annual daily traffic volume (AADT) ranges from 20,000 to 24,000.
- **US Highway 71 (US 71)** – US 71 is Sauk Centre’s Main Street and the gateway to the city. US 71 is a 2-lane undivided arterial corridor with continuity the length of the city from north to south. It connects to Minnesota Trunk Highway 28 (MNTH 28) south of the interchange and northeast of city limits. From 12th Street S to 4th Street N, the average annual daily traffic volume (AADT) on US 71 is approximately 10,000. This volume is twice as high as any other corridor’s, excluding I-94.
- **Minnesota Trunk Highway 28 (MNTH 28)** – This state highway provides continuity to rural population centers that are not located along the interstate. It is a 2-lane undivided arterial. The route has connectivity with US 71, which it intersects south of I-94 and northeast of city limits. The route has arterial status west of the city. To the east, it is classified as a collector. Approaching Sauk Centre, AADT is low, ranging from 1,000 to 3,000.
- **County State-Aid Highway 17 (CSAH 17)** – CSAH 17 is an east-west collector that intersects US 71 in the city center, where it becomes Sinclair Lewis Avenue. It provides access

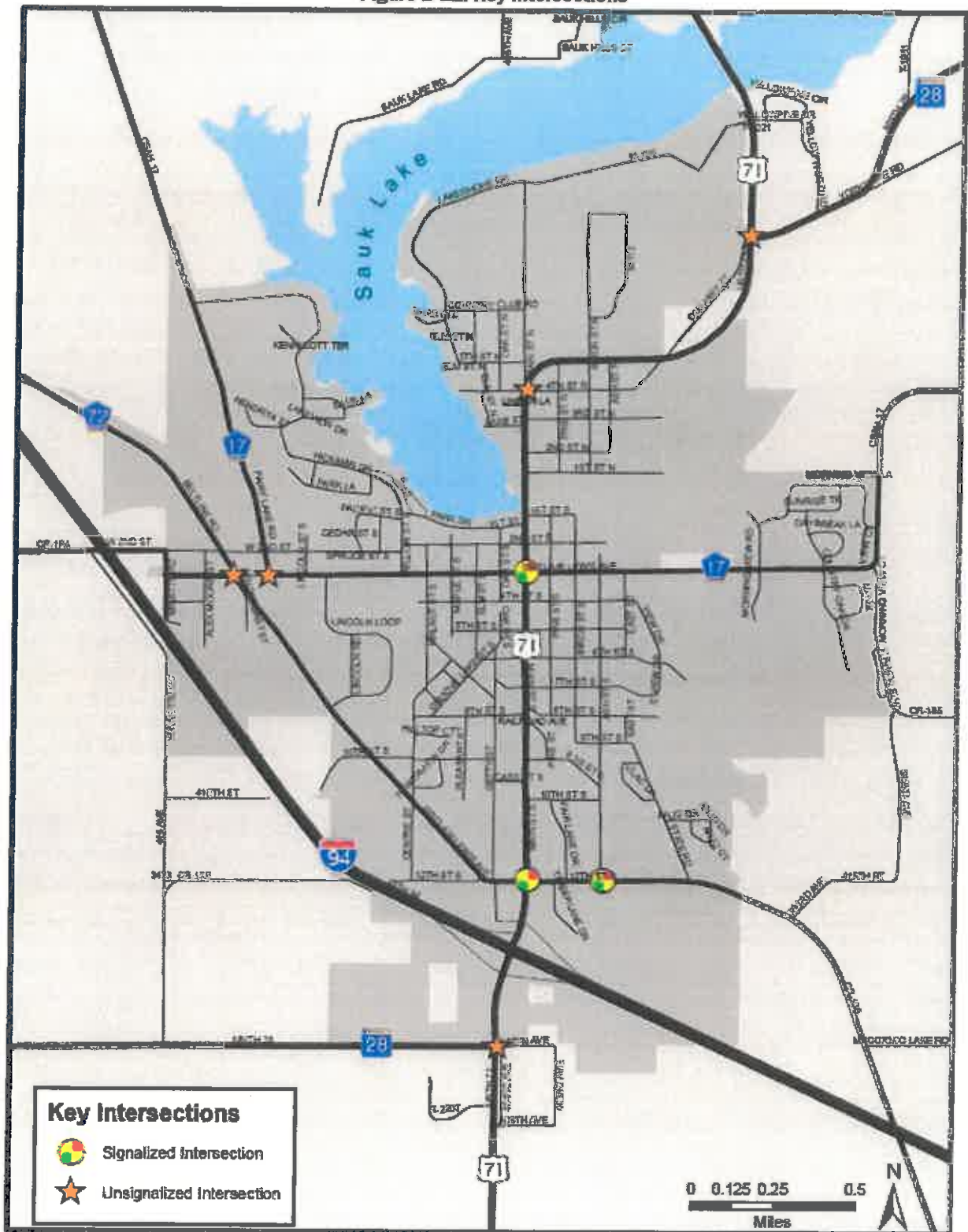
to adjacent urban development and the city's local street system. In Sauk Centre, CSAH 17 is a 2-lane undivided route with AADT ranging from 3,000 to 5,000.

### **Key Intersections**

Figure B-12 identifies key intersections in Sauk Centre, as well as functionally classified roads (See the following section). These intersections have the highest volumes of entering traffic in Sauk Centre and are generally located at the junction of higher-order roadways.

- **US71 and CR-186/12th Street S** is one of three signalized intersections in Sauk Centre. This is the first stop for northbound traffic that has exited I-94. High-visibility commercial uses are located on the northwest, northeast, and southwest quadrants of the intersection. The southwest quadrant contains the Convention & Visitors Bureau site and has redevelopment potential.
- **CR-186/12 Street S and Ash Street** intersect at the main entrance to Walmart. This is a four-way, signalized intersection with the Walmart access constituting the fourth leg. The northwest quadrant of the intersection contains a shopping center and the northeast corner contains the Stearns County Fairgrounds. If the fairgrounds were to relocate, the site may be desirable for development.
- **US 71 and Sinclair Lewis Avenue** is the busiest intersection in the city. The intersection is signalized and there are north- and southbound turn lanes. Traffic north and south of the intersection is divided by striped medians. This intersection represents the center of the business district and is surrounded by shops and restaurants.
- **US 71, MNTH 28, and 410th Street** intersect south of I-94. MNTH 28 and 410th Street are stop-controlled. Industrial supply centers are adjacent to the intersection, and some residential development is located to the southeast. East of the intersection, the former racetrack is being considered for redevelopment. West of the intersection, the city owns a 60-acre tract of undeveloped land with utilities. As this area continues to urbanize, capacity improvements may be needed.

Figure B-12: Key Intersections



## Functional Classification

The FHWA functional classification system defines the function of each roadway in the transportation system. This classification system is used by agencies and planning officials to manage access, traffic operations, building setbacks, and other design-related features of the corridor. There are four general functional classifications:

1. Principal Arterials
2. Minor Arterials
3. Collectors
4. Local Streets

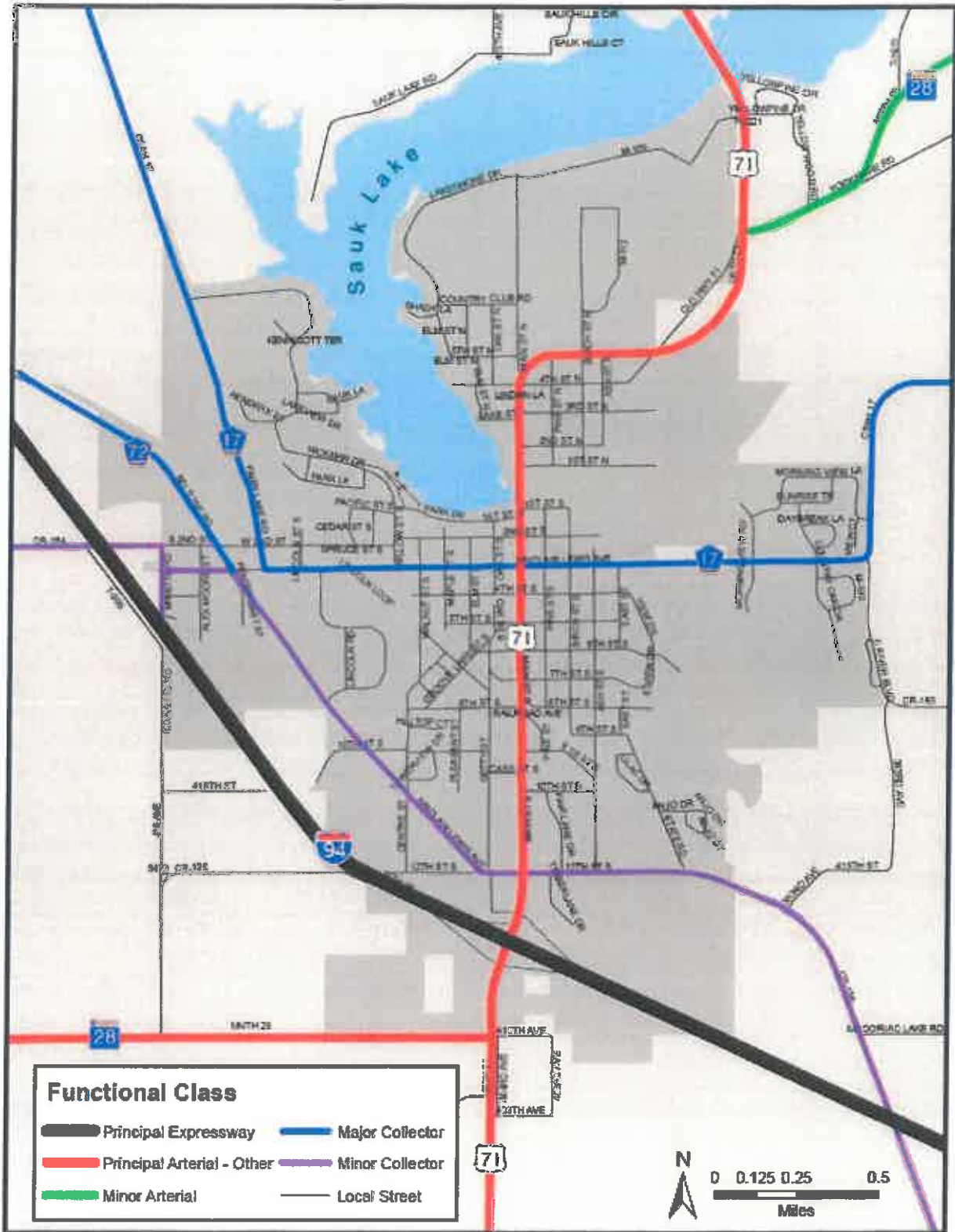
This classification is hierarchical, with each order of roads providing connectivity to similar roads and to roads immediately higher or lower in the hierarchy. For example, collectors funnel traffic from local streets to the arterial system; in many urban settings, direct local connections to the arterial system are discouraged.

A roadway's functional classification is based on a number of factors including:

- General trip characteristics, including length of route and route continuity
- Connection between regional, local, or sub-local population centers of varying sizes
- Balance of corridor access and mobility needs
- Relationship with adjacent land uses
- Eligibility for state and federal funding

Figure B-13 shows the regional system of functionally classified roadways.

Figure B-13: Functional Classification



All functionally classified routes in Sauk Centre are operated by MnDOT or Stearns County. Because the city population is less than 5,000, Sauk Centre is not considered an urban area by FHWA. Thus, the city is not eligible for municipal state-aid (MSA) status and it cannot establish its own arterial and collector streets.

### Functional Classification Breakdown

The Federal Highway Administration (FHWA) provides guidance to metropolitan, county, and municipal jurisdictions regarding the proportion of total system mileage that should be devoted to each functional type. FHWA further classifies roadways based on urban or rural character. Urban functionally classified roadways are formally considered to be located in municipalities with populations exceeding 5,000. Sauk Centre does not meet this criterion, so all of its roads are considered to be rural. Although Sauk Centre is not technically “urban” for FHWA purposes, most roads in the city are constructed with urban facilities, including curb and gutter and sidewalks in the core commercial and residential districts.

Table B-5 compares Sauk Center’s system breakdown along with FHWA guidelines. Some variance from FHWA norms is expected given the city’s small size.

Table B-5: Sauk Centre Functional Classification

Functional Type <sup>1</sup>	Mileage	Percent	FHWA System Mileage Guidelines	Deviation from FWHA Guidelines
Principal Arterials <sup>2</sup>	5.97	14%	3% to 11%	High
Minor Arterials <sup>3</sup>	0.00	0%	2% to 6%	Low
Major Collectors	4.20	10%	8% to 19%	Within Range
Minor Collectors	1.76	4%	3% to 15%	Within Range
Local Roads	30.51	72%	62% to 74%	Within Range
<b>Total</b>	<b>42.44</b>	<b>100%</b>	--	--

1. All functional types are classified as rural
2. Includes I-94; mileage is within FHWA range if I-94 excluded
3. MN Highway 28 terminates at the existing city limits

Once the city reaches a population of 5,000, it will be eligible to classify roads within its jurisdiction. This will provide a benefit to the city, as the percentage of minor arterials and collectors can be increased, for example, and still fall within FHWA guidelines. The city will also be eligible to change the functional classification for roadways entering the city, but only if the function of the road changes at the boundary. In the future, this rule might apply to MN Trunk Highway 28 (MNTH, northeast segment) or CSAH 17.

### Principal Arterials

Principal arterials are intended to provide a high level of mobility with limited access. They connect significant population centers. The principal arterial system in Sauk Centre includes one principal

expressway, I-94, and other principal arterials that are lower in the hierarchy, including US 71 and MNTH 28.

### **Minor Arterials**

Like principal arterials, minor arterials also emphasize mobility over land access. They connect neighborhoods to the highway system. Minor arterials serve shorter trips and carry lower traffic volumes than principal arterials and expressways. MN Trunk Highway 28 is designated as a minor arterial northeast of the city. It connects to US 71 just outside city limits, where it provides access to outer-city residential areas and farmland. Here the route is a two-lane undivided rural highway with gravel shoulders.

### **Collectors**

Collectors are designated to serve shorter trips than arterials. They collect traffic from the local system and funnel it arterial roads. Thus, they carry lower traffic volumes than arterial roads, and serve a combination of access and mobility needs. The distinction between major and minor collectors is often very subtle. Generally, major collectors are longer and have higher speed limits. Access spacing and annual average daily traffic (AADT) are also factors. County-State Aid Highway 17 (CSAH 17) is a major collector that runs east-west through Sauk Center.

County Road 186 is the longest minor collector in Sauk Center. In the city, it becomes Beltline Road Avenue/12th Street S. It parallels I-94 in the western half of the city and intersects US Highway 71 just north of the I-94 interchange. Within city limits, it serves a variety of land uses, including agricultural, industrial, residential, and commercial (Walmart). It continues southeast of the city and provides an alternate route to the city of Melrose.

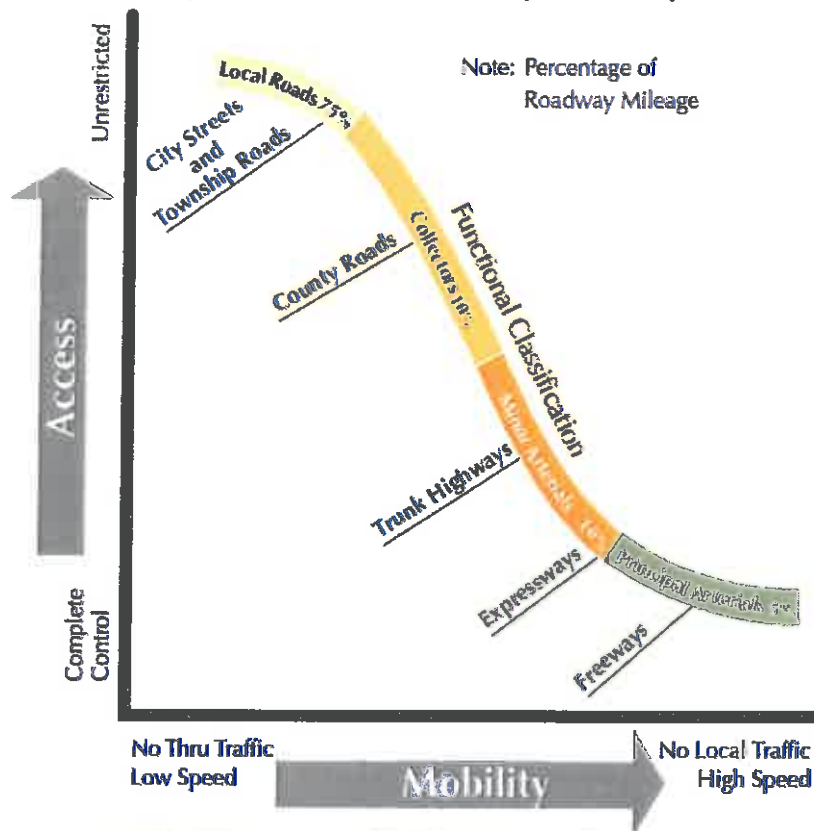
### **Local Streets**

Local roads provide access directly to adjacent land uses. They have the lowest volumes, lowest capacity, and lowest speeds in the roadway hierarchy. More than 70 percent of roads in Sauk Centre are local roads. Construction, maintenance, and operation of local roads is primarily funded through city tax revenue.

### **Access and Mobility Needs**

A primary purpose of the transportation system is to balance the competing objectives of access and mobility to meet diverse travel needs. Figure B-14 shows the inverse relationship between access and mobility. Mobility declines as access increases, and vice versa. Increasing the number of public and private accesses on any given roadway segment improves system connectivity, but also produces more conflict points and limits mobility as traffic controls are added to the grid. To maximize system efficiency and safety, it is important to follow FHWA guidelines for access spacing and signalization.

Figure B-14: Access and Mobility Relationship



Source: MnDOT.

### Traffic Volumes and Capacity Issues

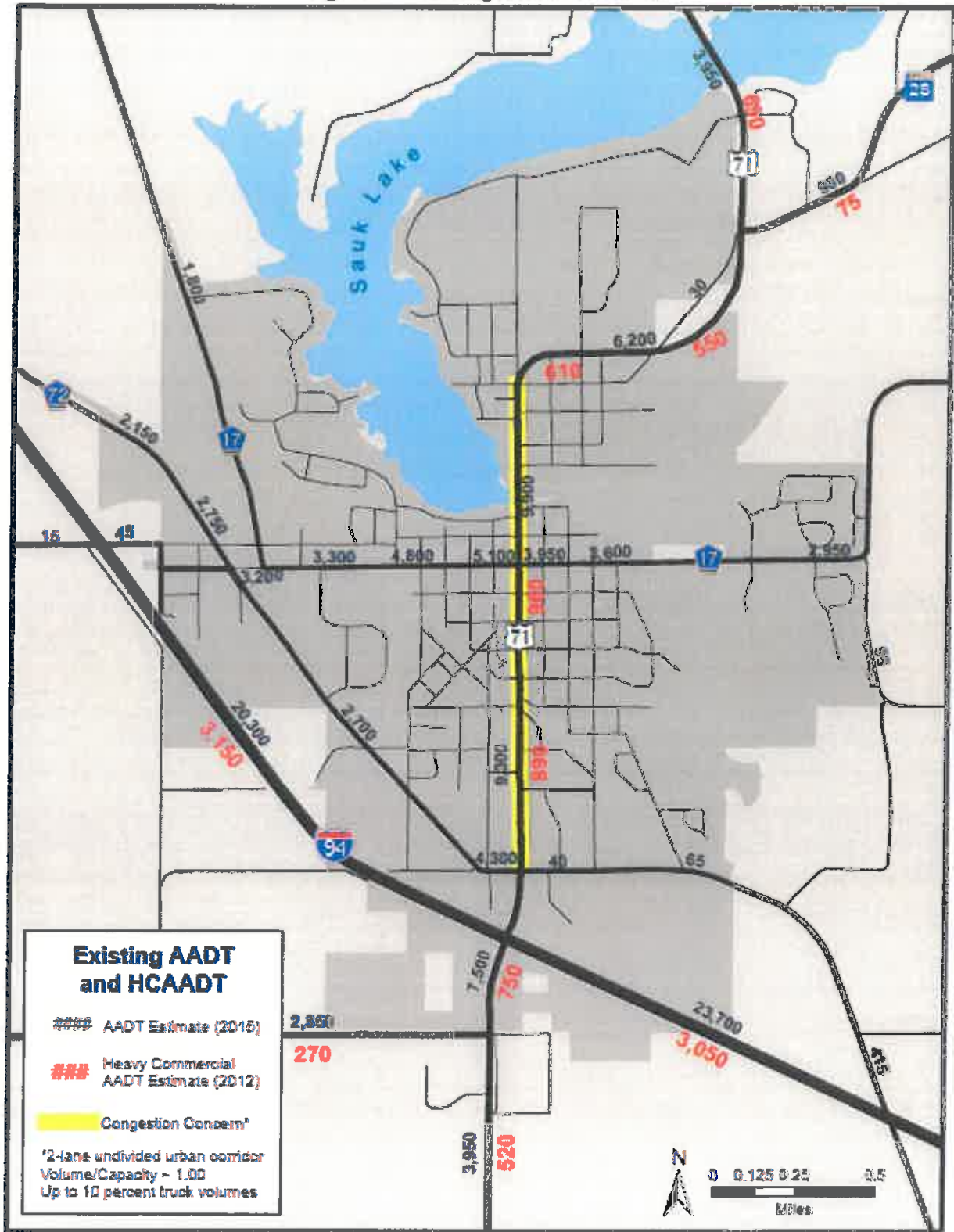
Figure B-15 maps annual average daily traffic (AADT) estimates for total vehicles, which were last updated in 2015. It also includes estimates for heavy commercial traffic (HCAADT), which were updated in 2012. Sauk Centre is a small city with low-to-moderate traffic volumes, but a high proportion of truck traffic, which is primarily due to the city's limited system of alternative truck routes. As the proportion of heavy truck traffic increases for any given roadway, the capacity of the road decreases, even if the total vehicle volume remains the same.

It is likely the US 71 corridor is at or approaching capacity from 12th Street S to 4th Street N. It carries approximately 10,000 AADT. The daily capacity range for a 2-lane undivided urban corridor is 8,000 to 10,000 ADT. Although this road is technically classified as a rural route, it functions as an urban corridor. Truck volumes (HCAADT) represent about 10 percent of the traffic along this corridor, which is a high percentage given the roadway's function.

North of Sinclair Lewis Avenue, US 71 carries between 6,200 and 9,900 AADT. Much of this traffic consists of regional through-trips. Heavy traffic presents challenges along the bend in the highway located approximately one-half mile north of Sinclair Lewis Avenue. Several local streets have direct access US 71 in this area of the city.



Figure B-15: Existing AADT and HCAADT



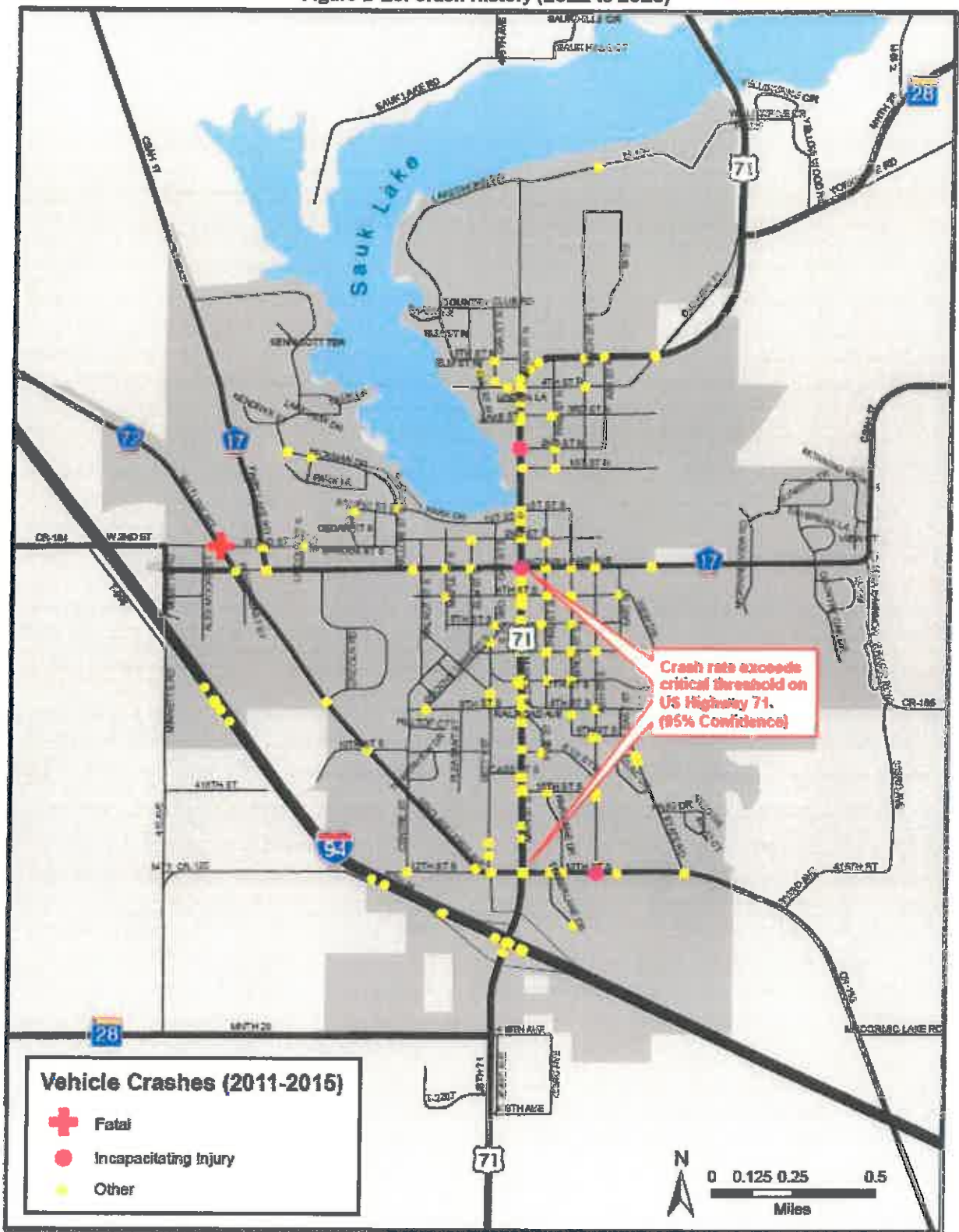
### Crash History

Crashes need to be periodically analyzed to identify persistent safety issues. Crash history is primarily analyzed to review vehicular issues, but collisions with pedestrian and bicyclists should also be documented if there are many occurrences, significant clusters are known, or the community has an anecdotal concern. Figure B-16 illustrates all collisions that took place within Sauk Centre's corporate limits from 2011 to 2015, the most recent 5-year period for which data is available. During this period, there were 275 collisions, including one (1) fatal collision on Beltline Road and three (3) collisions resulting in incapacitating injury. The remainder of collisions resulted in minor injury or property damage only. In terms of severity, there are no significant safety issues.

Crash rates can be analyzed for significance on segments/intersections for which the average daily traffic volume is known. On US Highway 71, for example, there were 48 crashes in the five-year period along the segment between 12th Street S and Sinclair Lewis Avenue. The AADT is 9,300 for this 1-mile section of 2-lane undivided urban highway. The calculated crash rate per million vehicle miles traveled (VMT) is 2.83. This is a critical crash rate, significantly exceeding the expected crash rate for similar roadways in Minnesota, which is 1.34 per million VMT.

It appears that crashes are also clustered north of Sinclair Lewis Avenue, especially around the highway bend at approximately 4th Street North, where there are a number of access concerns. Based on this cursory analysis, corridor improvements should be considered for US Highway 71. If design changes are desired, a corridor study can be useful for evaluating alternatives. Design elements should be consistent with the future land use plan.

Figure B-16: Crash History (2011 to 2015)

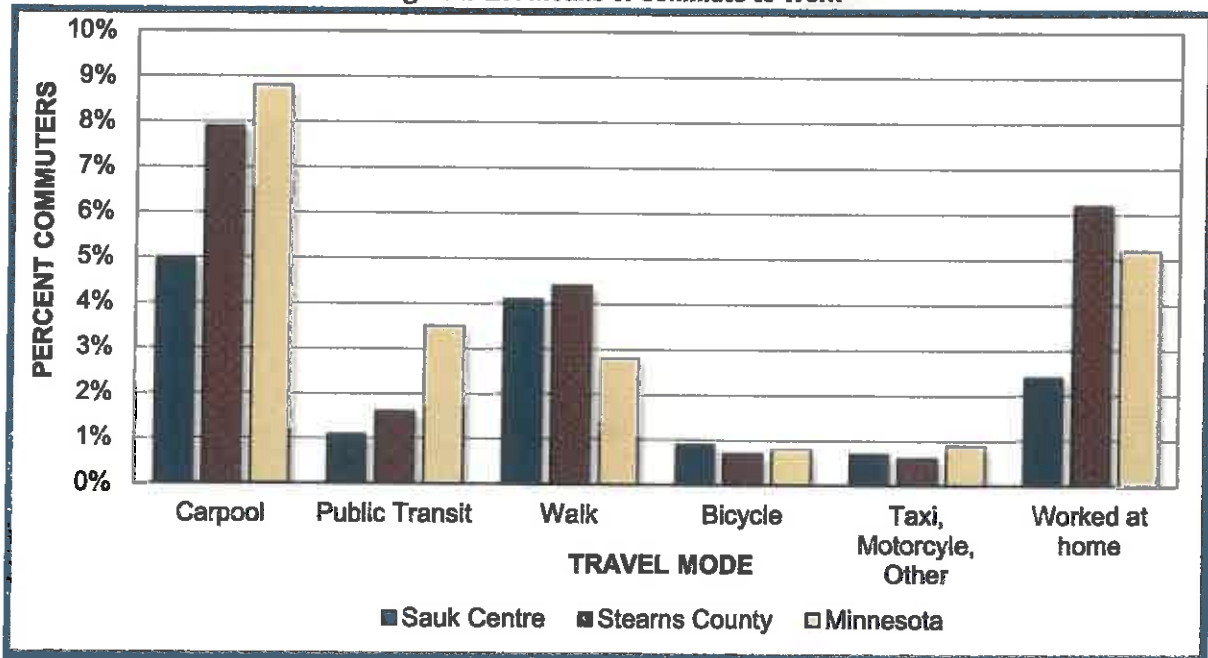


## Commuting Trends

### Mode Choice

Figure B-17 illustrates the mode split for Sauk Centre, Stearns County, and Minnesota as a whole. In Sauk Centre, more than 85 percent of commuters drive alone. This is about 6 percentage points higher than the shares for Stearns County and the state. (Drive alone data was removed from the chart to make it easier to compare the alternative modes.) Less than 1 percent of Sauk City commuters use public transit. The Tri-CAP bus system provides dial-a-ride service in Sauk Centre City and Sauk Centre Township. Approximately 4 percent of the workforce walks to work.

Figure B-17: Means of Commute to Work

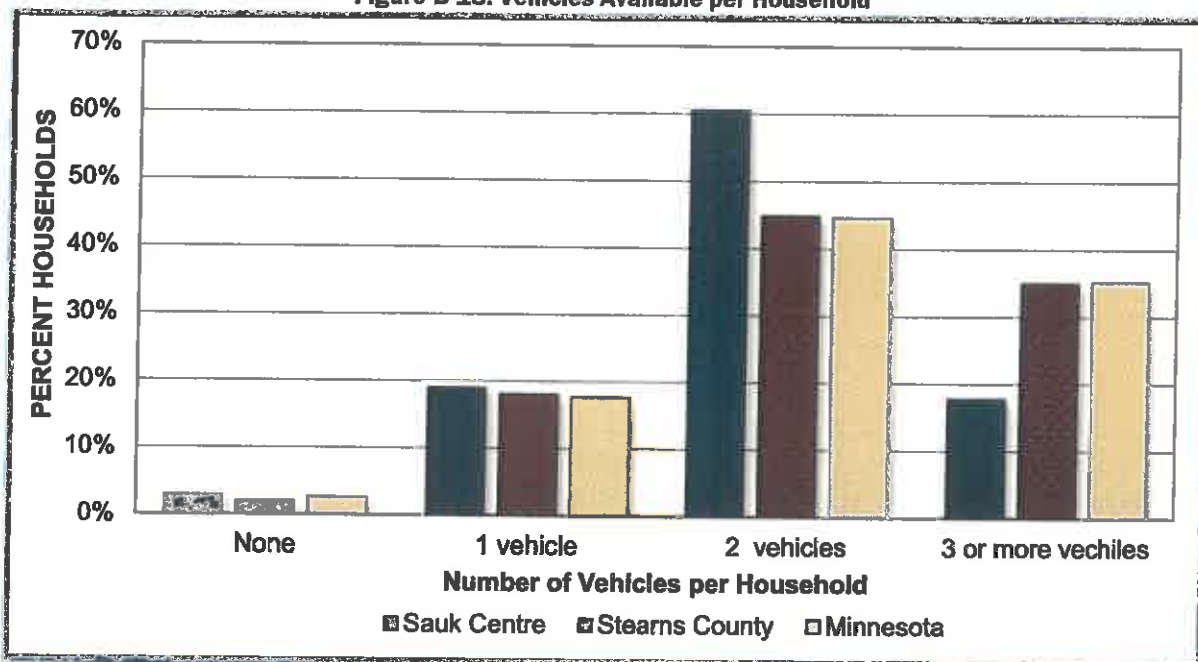


Source: United States Census Bureau, American Community Survey Estimates, 2015. Note: Drive alone excluded.

### Vehicle Access

Figure B-18 shows the distribution of vehicle availability per household for Sauk Centre, Stearns County, and Minnesota. The average number of vehicles per household is similar for all three geographies, although the distributions vary, with a larger percentage of 2-vehicle households in Sauk Centre and a smaller percentage of households with three or more vehicles. Generally speaking, vehicles per household is positively associated with vehicle miles traveled (VMT) per household and area median income.

Figure B-18: Vehicles Available per Household



Source: United States Census Bureau, American Community Survey Estimates, 2015.

### Multi-modal Facilities

In most communities in the United States, the vast majority of commuters drive alone. Many places, however, are increasingly planning for other modes of travel. Walking and bicycling have clear health benefits, while the environmental costs of inefficient growth and private automobile ownership are well documented. A strong pedestrian and bicycle network improves mobility for populations who cannot drive, such as children and the elderly, and facilitates travel alternatives for those who choose to drive less or not at all.

### Pedestrian and Bicycle Facilities

Because it is limited in size, Sauk Centre is an inherently walkable community. The city footprint is approximately two miles long by two miles wide. Assuming an average walking speed of 3 miles per hour, most residents should be able to walk from any location in the city to downtown in less than 20 minutes. However, not all neighborhoods have sidewalk connectivity.

The 2000 Comprehensive Plan designates eight city districts (See Figure B-19). Each district has a unique set of opportunities and constraints that affect pedestrian and bicycle activity.

#### District 1 – Sauk Lake

District 1 contains two lake shore developments, one on Hickman Drive and one on Lake Shore Drive. There are no sidewalks in these developments, which follow curvilinear street patterns and are somewhat isolated from the city center. The original grid pattern is retained in the residential neighborhood around St. Michael's hospital. From 2011 to 2015, several crashes occurred along US 71 in the vicinity of the intersection with 4th Street N. There are striped crosswalks on all four legs of the intersection.

**Districts 5 and 6 – Urban Core**

The urban core consists of a gridded neighborhood, which is essentially bounded by the Lake Wobegon Trail to the North and West, and Ash Street to the east. This is the most walkable area of the city. The residential neighborhoods extend only four to five blocks from downtown. This neighborhood has a complete network of sidewalks. Bicycle and pedestrian activity is further enhanced by a strong system of alleys. The Lake Wobegon Trail facilitates local bicycle and pedestrian activity across the heart of the city’s residential area.

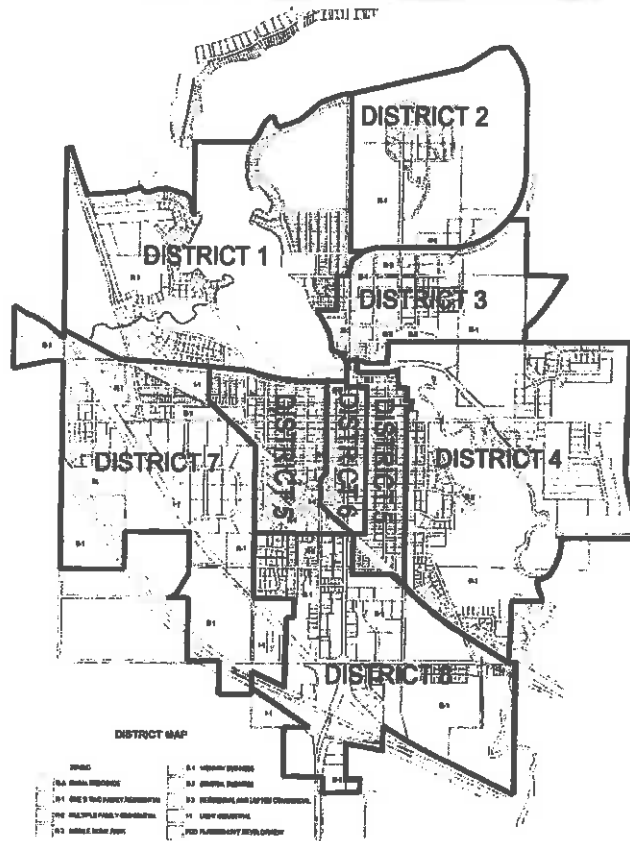
**Districts 7 and 8 – I-94 to Lake Wobegon Trail**

City neighborhoods located in Districts 7 and 8 have limited pedestrian facilities. There are three sidewalks south of the Lake Wobegon Trail. They are located at:

- Ash Street S (west side)
- Walmart
- US 71 (west side, north of Cass Street)

Walmart is a significant attractor of local trips. There is sidewalk connectivity from Ash Street, but there are no sidewalks along 12th Street S. Because the building is oriented toward the interstate, pedestrians must navigate the expansive parking lot (or go out of their way to access the business). Other than Ash Street, there is no north-south sidewalk connectivity in this part of the city. US 71 is a natural route; with 8’ shoulders, however, there is limited right-of-way to retrofit the route with pedestrian facilities.

**Figure B-19: Sauk Centre Districts (2000)**



### **Interstate 94**

I-94 is a barrier to pedestrian activity. The impact is minimal now, but will increase as more homes and businesses locate south of the interstate. There are three connections across the interstate, including the interchange with US 71, the underpass at CR-184, and the overpass at CR-186. There is one-mile spacing between these connections, and US 71 is the primary connection across the interstate. There are four (4) feet shoulders along the bridge but no pedestrian facilities.

### **Regional Trail System**

The Lake Wobegon Trail provides a recreational amenity and enhanced connectivity for the City of Sauk Centre. The main trail extends the length of the city from northwest to southeast. A separate spur located north of Sinclair Avenue extends from CSAH 17 to US 71. The main trail provides connectivity over the Sauk River and access to Sauk Centre High School via Slate Road. It passes over US 71, but there is no direct trail access from the highway.

### **Transit**

Sauk Centre transit is served by the Tri-County Action Program, which is based in St. Cloud. Tri-CAP offers dial-a-ride, curb-to-curb transit service in Sauk Centre and the surrounding region, including Benton, Morrison, Shelburne, and Stearns Counties. Service is available from 7 a.m. to 5 p.m. Monday through Friday. Bus reservations can be made up to two weeks in advance. The bus fare is \$1.25 per boarding for all trips within Sauk Centre city limits, provided the reservation is made at least 24 hours in advance, and \$3.00 per boarding for rural-to-community trips. For same-day reservations, the fee is \$2.00 per boarding for trips contained within Sauk Centre and \$3.75 for rural-to-community trips.

Tri-CAP's transit program is augmented by a ride-share program that is supported by volunteer drivers. Passengers are assigned to drivers after they call the dispatch center. Volunteer drivers are reimbursed at the Federal IRS rate and may also be eligible for meals.

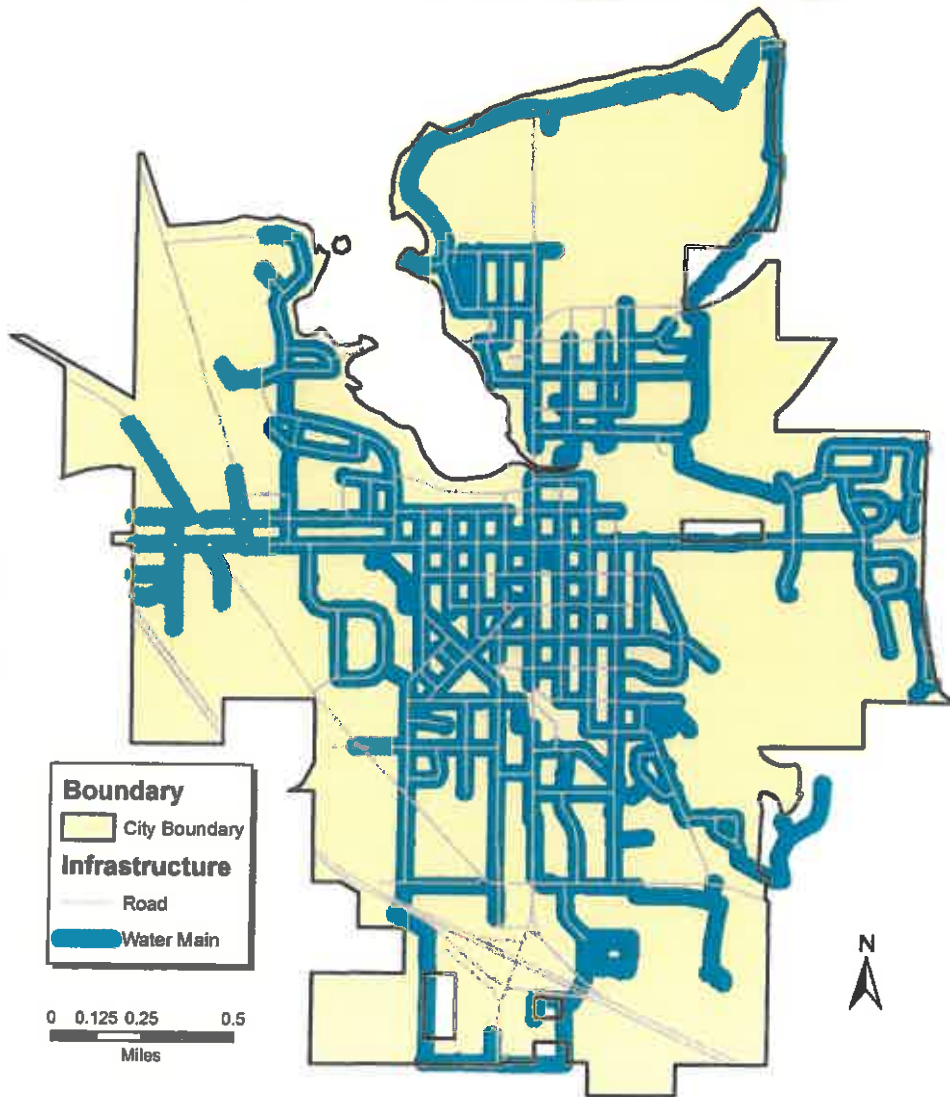
### **Airport**

The Sauk Centre Municipal Airport is located off of CR-186, south of I-94 and outside city limits. Ten aircraft are based on the field, included 7 single-engine airplanes, 1 multi-engine airplane, and 2 ultralights. The airport averaged 112 aircraft operations per week between 2013 and 2014, with 62 percent of flights for local general aviation, 38 percent for transient general aviation, and less than 1 percent for military purposes ([www.airnav.com](http://www.airnav.com)). The runway is open to the public. The existing asphalt is showing signs of wear with cracks in the pavement.

## PUBLIC UTILITIES SYSTEM

Overseen by the Public Utilities Commission, Sauk Centre provides both water and sewer services throughout its municipal boundary. A geographic representation of the existing water line infrastructure is provided in Figure B-20. In total, the city encompasses roughly 202,000 feet or 38 ¼ miles of water lines. The majority of the water lines (54 percent) were constructed in 1990 or later which demonstrates a positive relationship to residential housing construction as identified in the previous section. The primary materials used for the existing water lines is iron by roughly 62 percent followed by PVC at 38 percent. In addition to water lines, Figure B-21 depicts the existing sewer lines throughout the city. Altogether, the city encompasses about 178,000 feet or 33 ¾ miles of sewer lines. Comparable to the water lines and positive relationship to residential housing construction, the majority of sewer lines (51 percent) were construction in 1990 or later. The primary materials used for the existing sewer lines is clay at 47 percent followed by PVC at 39 percent.

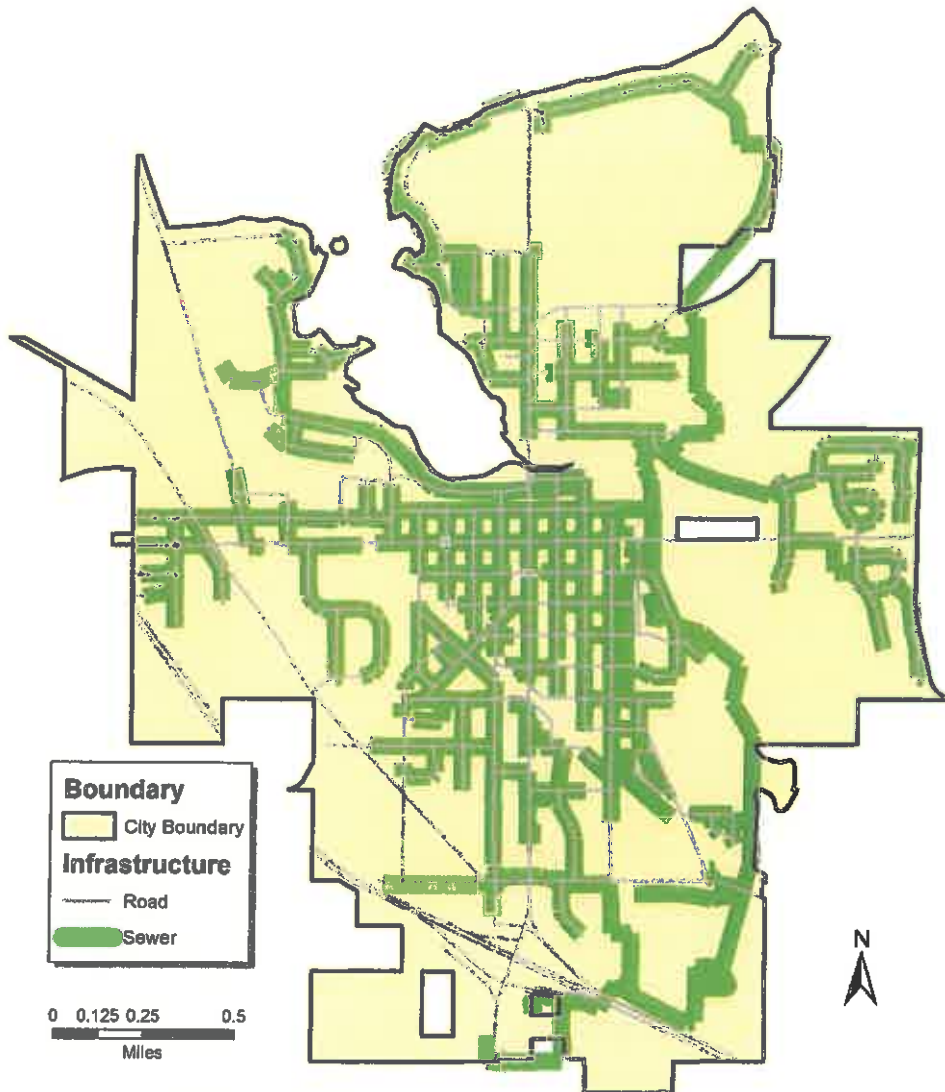
Figure B-20: Existing Water Lines in Sauk Centre



Source: City of Sauk Centre, 2017.



Figure B-21: Existing Sewer Lines in Sauk Centre



Source: City of Sauk Centre, 2017.

## NATURAL RESOURCES

A community's natural resources are often what set it apart from other communities. Whether those resources are aesthetically pleasing natural resources, recreational opportunities, or economic assets in the form of farmland, mineral deposits, or simply land that supports development, they work together to create a combination of characteristics that make each community unique. The agricultural land which surrounds most of the city has and continues to be one such natural resource. In addition, Sauk Centre offers or is near numerous recreation opportunities such as Sauk Lake, the Lake Wobegon Trail, Jaycees Park, Conservation Park, and many others.

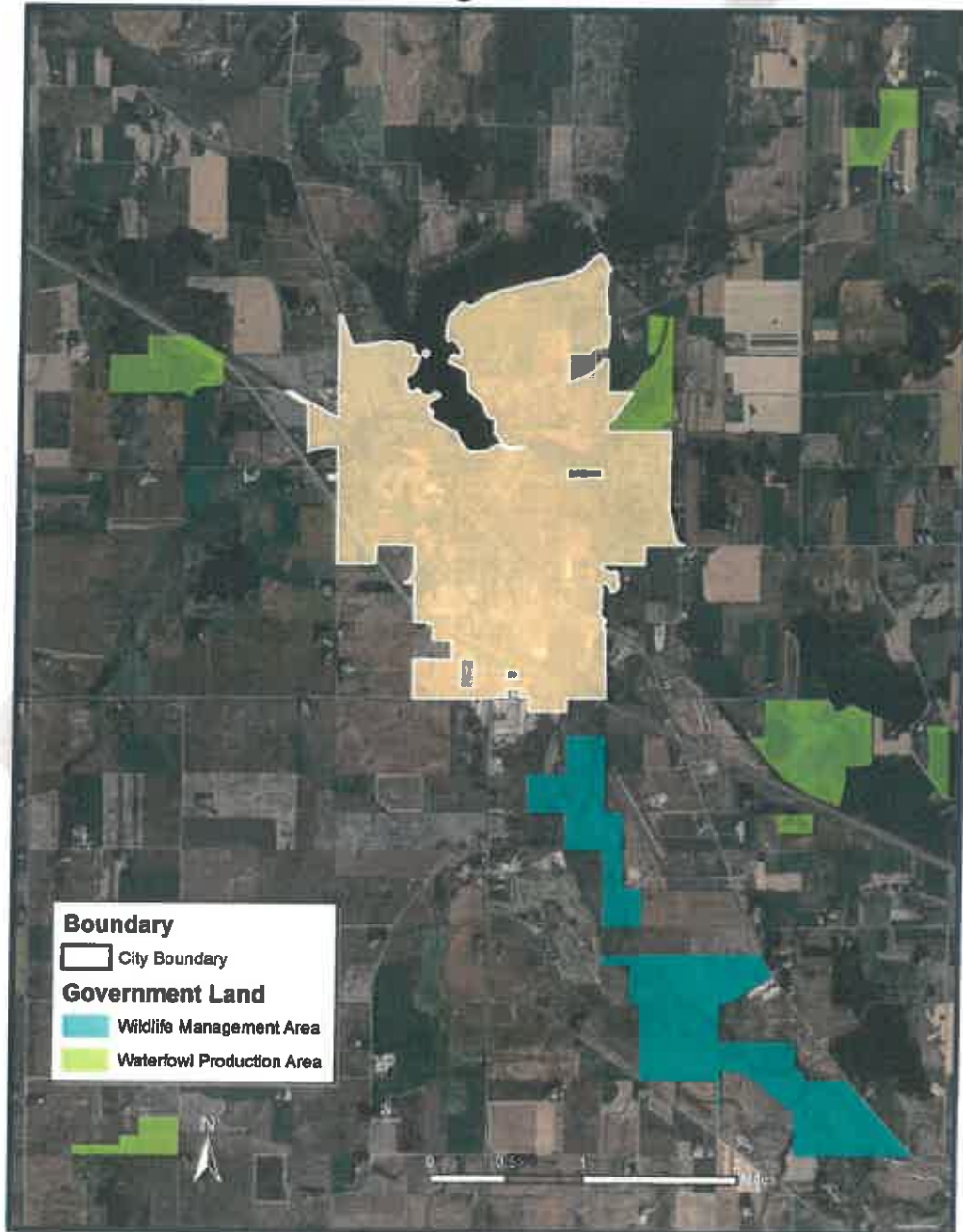
### Protected Government Land

Figure B-22 highlights the land surrounding Sauk Centre which is currently owned by either the state or federal government to preserve a natural resource. Most these areas are classified as waterfowl

Sauk Centre Comprehensive Plan  
Community Inventory and Profile

production areas (WPAs) and are owned by U.S. Fish and Wildlife Service. These areas are intended to protect and provide a habitat for a vast variety of waterfowl, grassland birds, plants, etc. The single Wildlife Management Area (WMA) south of Sauk Centre is owned and operated by Minnesota's Department of Natural Resources (DNR). The intent for this area along Sauk River is to protect the lands and waters which have a high potential for wildlife production while also allowing for recreational use. While these areas can attract adjacent residential development due to the aesthetic benefits of protected land, developing around or near these areas may pose adverse effects and delegitimize their intent.

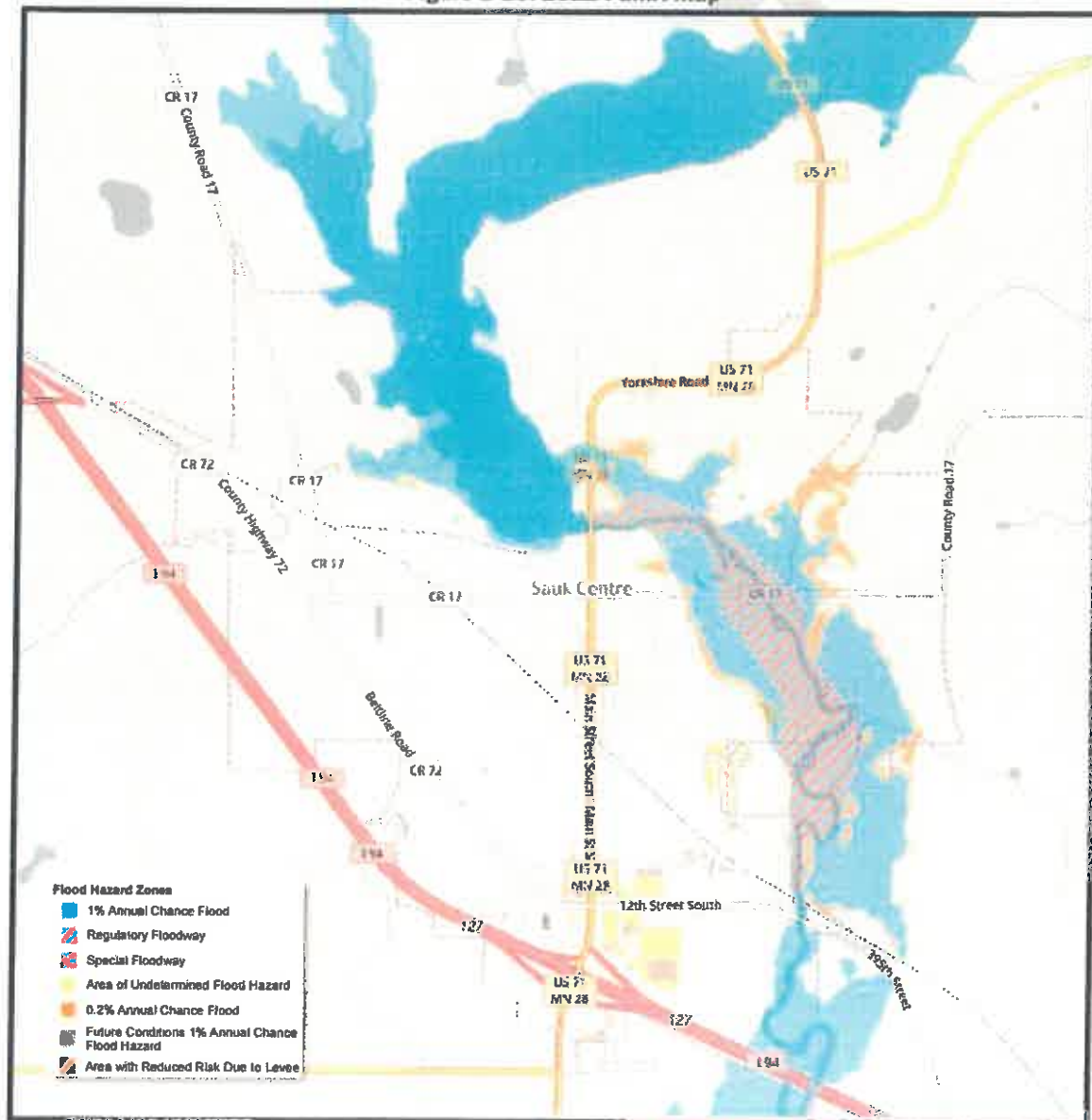
Figure B-22:



### Flood Zones:

Due to the presence of Sauk Lake and Sauk River, flood zones are a significant natural feature for the city. Flood zones are identified and defined by Federal Emergency Management Agency (FEMA) to reflect varying levels of flood risk. These zones are depicted on a community's Flood Insurance Rate Map (FIRM) or Flood Hazard Boundary Map. Figure B-23 depicts the types of flood hazard zones found within the city. Sauk Centre includes the following flood hazard zones: 1% annual chance flood (100 year flood), 0.2% annual chance flood (500 year flood), and a regulatory floodway. The flood zones pose hindrances or constraints to all types of development due to the standards required to build there (fill/building elevation).

Figure B-23: 2012 FEMA Map



**EXISTING LAND USE – TO BE COMPLETED BY 4/15/17**

There is currently a total of approximately 2,650 acres of land within the zoning jurisdiction of Sauk Centre. This section identifies existing land use and development conditions within Sauk Centre with a focus on different types of land uses and the built environment. The information in this section was developed from a visual assessment of the county undertaken in the spring of 2017, followed by a review by city staff and the Task Force. Table B-6 outlines the types of existing uses, the amount of acres for each use, and the use distribution for Sauk Centre. In addition, a map of existing land use is provided in Figure B-24.

**Table B-6: Existing Land Use Summary**

Symbology	Existing Use	Existing Acreage	Existing Distribution*
	Agricultural		
	Park and Recreation		
	Residential		
	Highway Commercial		
	Industrial		
	Platted/Undeveloped		
	Public/Institutional		

Figure B-24: Existing Land USE (2017)

EXISTING LAND USE MAP HERE

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## EXISTING ZONING

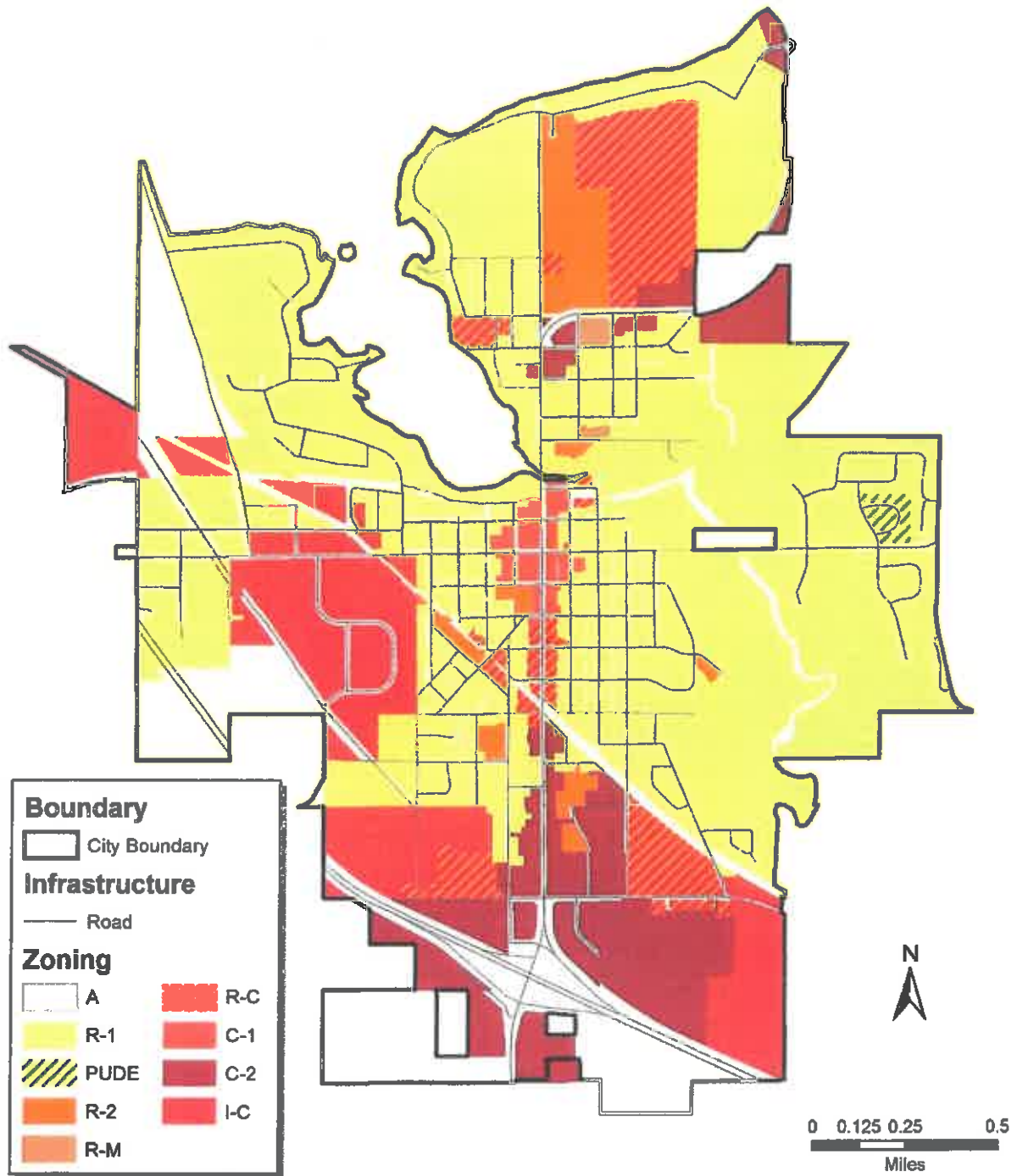
Sauk Centre utilizes nine zoning districts for the purposes of controlling the use of land and structures and carrying out the intent of the Comprehensive Plan's future land use map. Table B-7 below outlines each zoning district, the amount of acres currently designated for each district, and the overall distribution of the districts. In addition, a map of existing zoning is provided in Figure B-25.

**Table B-7: Existing Zoning Summary**

Symbology	Existing District	Existing Acreage*	Existing Distribution*
	Agriculture	218	8%
	R-1 Low Density Residential	1,504	56%
	PUDE Planned Unit Development Existing	10	<1%
	R-2 Multiple-Family Residential	67	3%
	R-C Residential/Commercial	173	6%
	R-M Residential Manufactured Homes	5	<1%
	C-1 Central Business	33	1%
	C-2 General Commercial	329	12%
	I-C Industrial/Commercial	344	13%

Source: City of Sauk Centre, Zoning Map, 2017. Note\*: Quantities do not exclude public-right-of-way.

Figure B-25: Existing Zoning (2017)

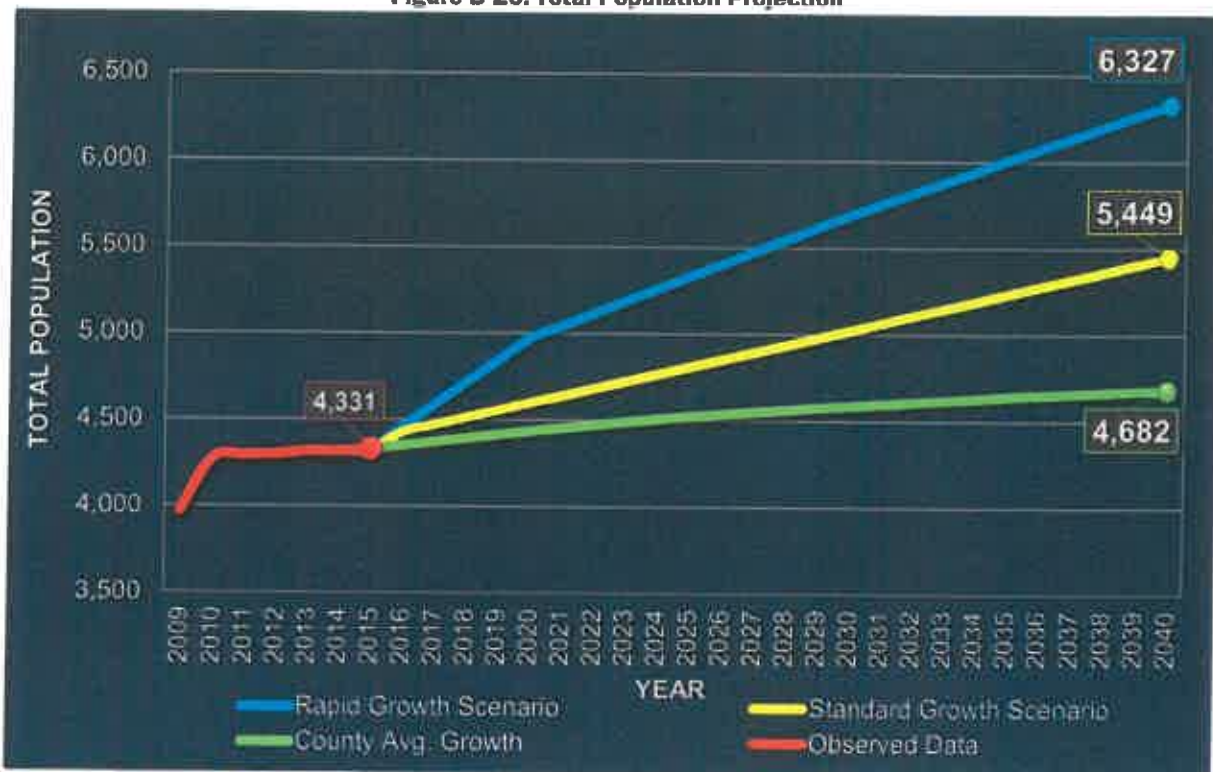


Source: City of Sauk Centre, Zoning Map, 2017.

## POPULATION PROJECTIONS

A population projection is a conditional statement of what the population is likely to be in the future. Effective planning needs to be based on reasonable expectations of future populations, as there is a greater likelihood that services and facilities will be available at the time and in the place they are most needed. Figure B-26 below provides three population projections including a rapid growth scenario, a standard growth scenario, and a county average growth scenario.

Figure B-26: Total Population Projection



Source: United States Census Bureau, American Community Survey Estimates, 2009 to 2015. Minnesota State Demographic Center, Department of Administration, County Projections, 2014.

Between 2009 and 2015, Sauk Centre’s population grew gradually by approximately nine (9) percent. A likely attributing factor for this static growth is the net migration has become much lower compared to the time period between 2000 and 2010. In 2014, the Minnesota State Demographic Center performed a study which included a population projection for Stearns County. The growth rates defined in this study were extracted and applied to Sauk Centre starting from the observed data. As illustrated in Figure B-26 (Green), the projected population for 2040 based on this method is almost 4,700 or an overall growth rate of eight (8) percent (0.32% Annual). Due to the sheer size of the county, the diversity of municipalities within the county, and the abundance of rural land and population within the county, this projection will likely prove far below the observed quantity for 2040. As a result, this projection should be considered the minimum growth the city can expect throughout this projection horizon.

In addition to the Minnesota State Demographic Center’s expectations, alternative projections were produced to determine the likely range of growth. The first projection is a rapid growth scenario,



shown in Figure B-26 (Blue), which anticipates a 2040 total population of about 6,300 or an overall growth rate of 46 percent (1.84% Annual). The second projected scenario is a standard growth scenario, as shown in Figure B-26 (Yellow), which projects a 2040 total population of about 5,400 or an overall growth rate of 26 percent (1.04% Annual). Since the most recent population estimates reveal a total population for Sauk Centre at approximately 4,300 and the average growth rate per decade in the city is about 7.5 percent, the forecasted population of Sauk Centre for 2040 will likely be closest to 5,200.

## HOUSING PROJECTIONS

Comparable to a population projection, a housing projection is a conditional statement of how many permanent housing units there are likely to be in the future. As a result, effective planning also needs to be based on reasonable expectations of future housing trends. Proper anticipation of future housing trends increases the likelihood that services and facilities will be available at the time and in the locations that they are needed most. Table B-8 outlines the estimated total number of housing units for 2015, the number of units attainable with the existing zoning, and the projected number of units for 2040.

Table B-8: Housing Projections

2015	Attainable	2040 (Co. Avg.)	2040 (Standard)	2040 (Rapid)
1,966	4,143	2,010	2,339	2,716

Source: United States Census Bureau, American Community Survey Estimates, 2015.

The city is projected to have between 2,010 and 2,716 total housing units by 2040. Under the rapid growth scenario, the city's population is anticipated to increase up to 2,000 people by 2040. As a result, the housing projection under the rapid growth scenario is expected to increase by approximately 750 units. In comparison, the standard growth scenario anticipates a population increase of just over 1,000 resulting in an increase in housing units by around 373. When considering the future number of housing units, the distribution of age groups are critical in regards to the type of housing. Most notably, it is anticipated that by 2040 over 40 percent of the population of Sauk Centre will be 55 or older. Consequently, the city needs to prepare for the housing and accessibility needs that may come with this change in population outlook (i.e. retirement community housing, assisted living units, patio homes, etc.).

## EMPLOYMENT PROJECTIONS

Changes in population and housing stock will directly and indirectly effect future employment numbers and vice versa. Therefore, successful planning also needs to be grounded in reasonable expectation of future economic trends. By properly anticipating future employment trends, there is greater likelihood that services, facilities, and housing will be available at the time and in the locations they are needed most. Table B-9 summarizes the total employment for 2014, the attainable employment based on the preceding comprehensive plan land use map, and the projected employment for 2040.

Table B-9: Employment Projections

2014	Attainable	2040 (Co. Avg.)	2040 (Standard)	2040 (Rapid)
2,922	4,761	3,159	3,676	4,268

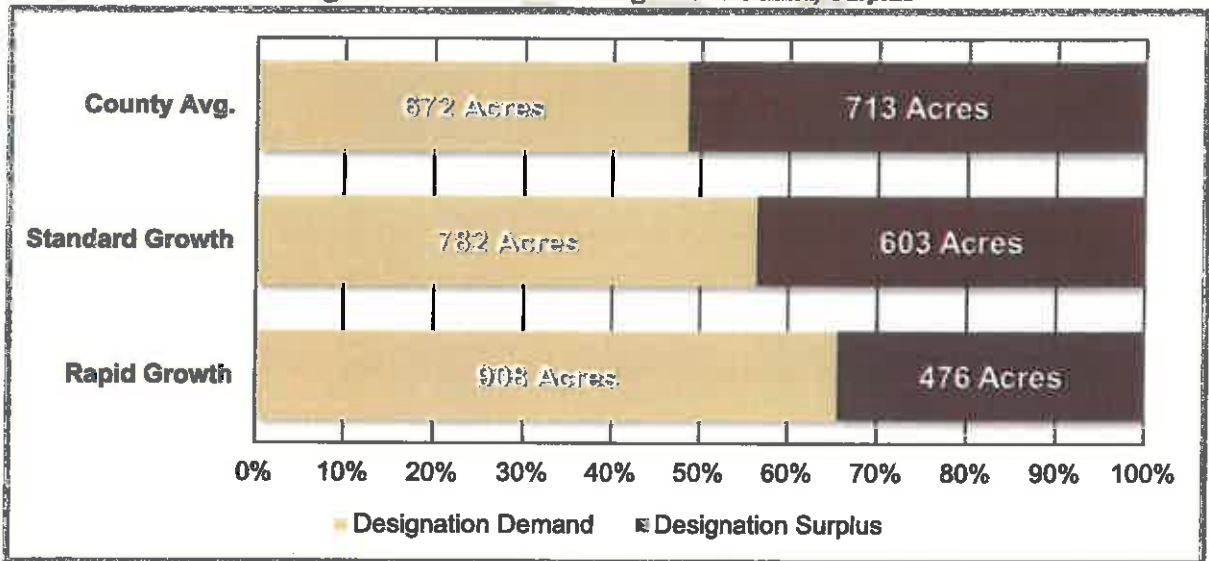
Source: United States Census Bureau, County Business Patterns, 2014.

The city is projected to have between 3,159 and 4,269 people employed within the city by 2040. Employment under the rapid growth scenario is expected to increase by approximately 46 percent by 2040. For the 2040 standard growth scenario, employment is expected to increase by around 26 percent. Similar to housing, the distribution of age groups are also critical when considering how employment within the city will change over time. The projections reveal that although the workforce within the city will grow, the typically dominate workforce age group (25 to 54 years of age) is shrinking noticeably. This finding suggests that by 2040 the city’s workforce will be predominately a mix of those working longer (extending time before retirement) and those with limited experience (age 25 to 34).

## DESIGNATION DEMAND/SURPLUS

With an understanding of projected population, housing, and employment, the following analysis examines land use designation demand and surplus based on the city’s existing zoning map. Figure B-27 illustrates residential designation demand based on the population projections verses the surplus of land designated for residential uses. The existing zoning map designates a total of 1,385 acres of land for residential purposes. When compared to the projections, the rapid growth scenario only requires 908 acres, the standard growth scenario only 782 acres, and the county average scenario only 672 acres. This means the existing zoning map has a surplus of residential districts between 35 to 50 percent.

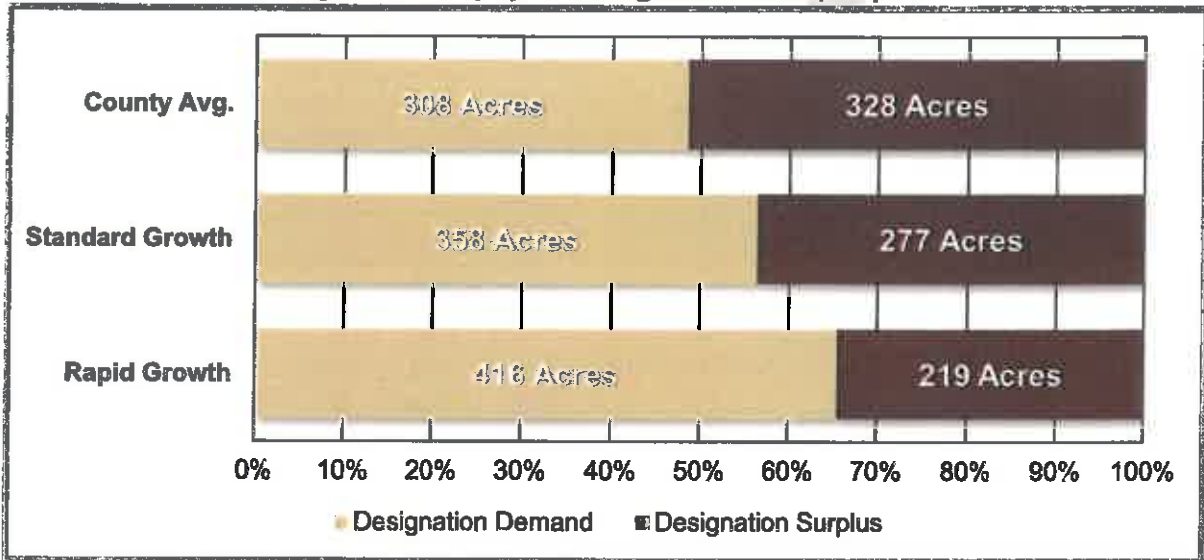
Figure B-27: Residential Designation Demand/Surplus



While a residential designation surplus does ensure development flexibility and availability, excessive surplus may lead to development that is not contiguous, but instead sporadic throughout the city. Studies have shown that plans need to comprise of a designation surplus of about 25% in order to fulfill this balance. By completing this analysis, the future land use map can be shaped to appropriately reflect the expectations of growth while avoiding the potential issues resulting from an excess of land designated for residential development (issues associated with excess land designated could include “leap frog” development patterns that involve higher service costs resulting from more improved road and utility miles, among other issues).

Figure B-28 illustrates employment generating (commercial and industrial) designation demand based on the projections verses the surplus of land designated for residential uses in the existing zoning map. The map designates a total of 636 acres of land for employment generating purposes (commercial and industrial). When compared to the projections, the rapid growth scenario requires only 416 acres, the standard growth scenario only 358 acres, and the county average scenario only 308 acres. This means the existing zoning map also has a surplus of employment generating districts between 35 to 50 percent.

Figure B-28: Employment Designation Demand/Surplus



While a commercial designation surplus also ensures development flexibility and availability, excessive surplus may lead to development that is not contiguous, but instead sporadic throughout the city. As previously stated, studies have shown that plans need to comprise of a designation surplus of about 25% in order to fulfill this balance. By completing this analysis, the future land use map can be shaped to appropriately reflect the expectations of growth while avoiding the potential issues resulting from an excess of land designated for commercial or industrial development (issues associated with excess land designated could include “leap frog” development patterns that involve higher service costs resulting from more improved road and utility miles, among other issues).

Community Survey

**Sauk Centre is working with SRF Consulting Group to update the city's Comprehensive Plan. The Comprehensive Plan will set a future vision for the city. This vision may include updates to land use, transportation, housing, economic development, along with other city systems. Goals and policies will be defined to help achieve that vision. Input from the city's residents is a key component of setting the future vision.**

**It is understood that residents of Sauk Centre value the high quality of life within the city. Your input is sought so the city can plan for the future and ensure the values identified in this survey are addressed in the Comprehensive Plan.**

**We thank you for your participation in this survey, and look forward to working together in the development of a long range plan for the future of Sauk Centre!**

Quality of Life

1. List what you think are the two best aspects of day-to-day life, or the two most positive attributes of Sauk Centre.

1.

2.

2. List two aspects that could be modified to improve day-to-day life in Sauk Centre.

1.

2.

3. **Please rate this statement:** As the city continues to grow, maintaining the small town character is important to the future of Sauk Centre.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree
- No Opinion

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4. Why did you choose to live in Sauk Centre *(Select all that apply)*

- Community Character
- Family
- Tax Rate
- Close to Employment
- Type of Housing
- Schools
- Local Park and Recreational Opportunities
- Privacy and Space
- Housing Costs
- Hunting, Fishing, and Other Outdoor Activities
- Other (please specify)

Housing

5. How would you rate the physical conditions of housing in Sauk Centre?

- Poor
- Fair
- Good
- Excellent

6. What type of housing is needed most in Sauk Centre? *(select all that apply)*

- Single-Family Housing
- Senior Assisted Living
- Multiple-Family Rental
- Senior Apartments
- Condominiums/Townhomes

Transportation

7. How would you rate the physical conditions of roadways throughout Sauk Centre?

- Poor
- Fair
- Good
- Excellent

8. If you rated "fair" or "poor" to the question above, are there particular roads or road segments that stand out?

9. How would you rate the adequacy of public transportation access and service in Sauk Centre?

- Not Adequate
- Adequate
- Undecided/I do not use public transportation

10. How important is increasing transit services to the future of Sauk Centre?

- Not Important
- Somewhat Important
- Important
- Very Important

11. How important is increasing active modes of transportation (biking, walking, etc.) to the future of Sauk Centre?

- Not Important
- Somewhat Important
- Important
- Very Important



Public Utilities and Services

12. How would you rate the **reliability** of public utilities in Sauk Centre?

- Poor
- Fair
- Good
- Excellent

13. How would you rate the **affordability** of public utilities in Sauk Centre?

- Poor
- Fair
- Good
- Excellent

14. How should public utility upgrades or expansions be paid for?

- By the developer when new subdivisions are approved.
- Shared by the city and developer.
- No Opinion.

15. On a scale from 1 to 5, 1 being "poor" and 5 being "excellent," please rank the following health care services in Sauk Centre.

	1 (Poor)	2	3	4	5 (Excellent)
Hospital	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Clinic	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Nursing Home	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Assisted Living	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Services by Other Medical Professionals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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16. On a scale from 1 to 5, 1 being "poor" and 5 being "excellent," how would you rate the school facilities in Sauk Centre.

1 (Poor)

5 (Excellent)

Demographic Information

17. How long have you lived in Sauk Centre?

- I do not live in Sauk Centre
- Less than 2 years
- Between 2 and 5 years
- Between 5 and 20 years
- More than 20 years

18. Do you work in Sauk Centre?

- Yes
- No

19. Which best describes your housing tenure in Sauk Centre?

- Owner
- Renter

20. What is your approximate age?

- Under 25
- 25 to 29
- 30 to 39
- 40 to 49
- 50 to 59
- 60 or over

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21. What are the best ways for you to receive information and communications from Sauk Centre?

- City Website
- City Council Meeting or other Public Meetings
- City Facebook Page
- By Email
- By Mail
- Newspaper
- Radio
- Other (please specify)