

**Sauk Centre Planning Commission
Regular Meeting
Tuesday, August 8, 2017 – 4:30 P.M.**

AGENDA

1. Call to Order/Roll Call/Pledge of Allegiance
2. Approval of Agenda
3. Approval of Minutes
 - a. May 9, 2017 Regular Meeting (P. 1-3)
4. Reports/Presentations
 - a. May, June and July 2017 Monthly Building Permit Report (P. 4-10)
5. Public Hearings
 - a. None
6. Action Items/Appeals
 - a. None
7. Unfinished Business
8. New Business
9. Informational Items (P. 11-19)
 - a. Scrap Metal Clean Up Day (September, date TBD)
 - b. GTS Educational Events
 - c. Comprehensive Plan Update (Project Status Report- SRF)
10. Adjournment

**SAUK CENTRE PLANNING & ZONING
COMMISSION MEETING MINUTES
TUESDAY, MAY 9, 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, Leach and Magnuson present. Also present was City Administrator Willer, Administrative Assistant Nicki Vogt and City Planner Morton. Jansen and Gieske were absent.

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 Walz to approve the agenda as presented. A vote being recorded as follows: For: Magnuson, Walz and Leach. Against: None. Absent: Jansen and Gieske. The motion passed.

3. APPROVAL OF MINUTES

- a. A motion was made by Magnuson and was seconded by Walz to approve the April 11, 2017 Regular Meeting Minutes as presented. A vote being recorded as follows: For: Magnuson, Walz and Leach. Against: None. Absent: Jansen and Gieske. The motion passed.

4. PUBLIC HEARING

- a. **Amend Conditional Use Permit (CUP) for Alliance Building Corporation**

The Public Hearing was published in the Sauk Centre Herald and was posted as required by law.

Leach opened the Public Hearing and read the Public Hearing procedure.

Alliance Building Corporation (aka Sauk Centre Multi Family, LLC) applied for an Amendment to the Conditional Use Permit which permitted the apartment complex. The request was to clarify the parking stall requirements.

The CUP, as written, requires one additional stall for every three units. The request is to clarify that language to state "one additional stall for every three bedroom unit".

This additional parking is over and above the Ordinance requirement.

Corey Gerads was presented on behalf of Alliance Building Corporation.

Leach called three times for persons to speak in favor or opposition. None spoke.

See 6a

5. REPORTS/PRESENTATIONS

a. During the month of April, 15 permits were issued as follows:

- 11 residential addition permits
- 2 miscellaneous commercial permits
- 1 detached accessory structure (garage)
- 1 three story 39 unit apartment building (phase one)

The total construction value for April is \$3,645,610.06.

6. ACTION ITEMS

a. See 4a.

Alliance Building Corporation has submitted a request to amend Resolution No. 2016-66 (Conditional Use Permit). The applicant is asking to amend requirement 9 as follows:

~~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.

A motion was made by Leach and was seconded by Magnuson to recommend Council approval to amend Resolution No. 2016-66 (CUP) as presented. A vote being recorded as follows: For: Leach, Magnuson and Walz. Against: None. Absent: Jansen and Gieske. The motion passed.

7. UNFINISHED BUSINESS

None.

8. NEW BUSINESS

None.

9. INFORMATIONAL ITEMS

- a. Scrap Metal Clean-Up Day will be held on Saturday, May 13th from 8:00 a.m. to 1:00 p.m. in the Civic Arena parking lot.
- b. Household hazardous waste collection will be held on Wednesday, June 14th in the Civic Arena parking lot.
- c. GTS Educational Events.
- e. Comprehensive Plan Update: The Commission was given examples of community surveys and were asked to review them to see if there are specific questions to be added to the City's Comprehensive Plan Survey.

10. ADJOURNMENT

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

With no further action, Leach adjourned the meeting at 4:50 p.m.

Respectfully submitted,

Nicki Vogt,
Recording Secretary

Planning Commission
City of Sauk Centre
Staff Report

Meeting Date: August 8, 2017

Subject: May, June and July 2017 Building Permit Report

Agenda Item: 4a

Description/Summary

See attachments – May, June and July 2017 Building Permit Summary

During the month of May, 23 permits have been issued as follows:

- 1 new residential dwelling
- 20 miscellaneous residential permits
- 1 miscellaneous commercial permits
- 1 Tax Exempt (Eagles Healing Nest repairs)

Total construction value: \$ 351,515.00

May of 2016, 14 building permit were issued, construction value \$5.2 Million (new bank).

During the month of June, 4 permits have been issued as follows:

- 2 miscellaneous residential permits
- 1 miscellaneous commercial permit
- 1 miscellaneous commercial / mechanical permit

Total construction value: \$35,900.00

June of 2016, 7 building permit were issued, construction value \$29K.

During the month of July, 22 permits have been issued as follows:

- 1 new residential dwelling
- 19 miscellaneous residential permits
- 1 miscellaneous mechanical permit
- 1 detached accessory structure (garage)

Total construction value: \$421,982.49

July of 2016, 10 building permit were issued, construction value \$282K.

Action Requested:
Information Item Only

Action Taken: _____

Motion: _____ **Second:** _____

CITY OF SAUK CENTRE - BUILDING PERMIT SUMMARY LOG

2017

Date	No.	Name	Address	Project Description	Contractor	Value	Permit Fee	State Surchage	Plan Check	Total Fee	PID	Census Code
5/1/2017	2017B038	Miller, Robert	421 Maple St	Remove plaster walls & Sheetrock bathroom	Isanbert Const.	5,000.00	98.75	2.50		102.25	94.59018.0000	434
5/2/2017	2017B039	Rohde, Russell & Katherine	821 Shady Ln	New Dwelling	Russell Rohde/Steve	200,000.00	1,387.25	100.00	554.90	2,042.15	94.59338.0005	101
5/3/2017	2017B040	Bromenshtekel, Jan	1039 Tower View Dr	Dormer over garage	Ron Moritz	2,500.00	68.50	1.25		69.75	94.59656.0013	434
5/4/2017	2017B041	Hill, Elliott	507 Grove Lake St	Deck on Roof	Ron Peitt	7,500.00	131.00	3.75		134.75	94.59779.0000	434
5/5/2017	2017B042	Baumgard, Anita	617 Birch St S	Deck	Self	360.00	21.00	1.00		22.00	94.59485.0000	434
5/9/2017	2017B043	Hokanson, Kris	1222 Lakeview Dr	Window Replacement	Bols Const	4,000.00	87.25	2.00		89.25	94.59313.0000	434
5/10/2017	2017B044	Gates, Roger & Linda	21 Heitane Ln	Deck	Ralph Johannes	3,000.00	99.75	2.50		102.25	94.59381.0003	434
5/10/2017	2017B045	Bellefeuille, Bryan & Jeanne	510 Oak St N	Reside	Self	7,390.00	129.63	3.70		133.33	94.59201.0000	434
5/10/2017	2017B046	Botz, Carolyn	540 Oak St N	Refurbish Garden shed	Kenno Medrano	5,300.00	103.50	2.65		106.15	94.59196.0000	434
5/11/2017	2017B047	Straub, Robert	1838 Minette Court	Egress Window	Self	500.00	21.00	1.00		22.00	94.59937.0075	434
5/11/2017	2017B048	Salgado Salinas, Edison	321 9 1/2 St	Reshingle	Self	4,000.00	87.25	2.00		89.25	94.59443.0000	434
5/11/2017	2017B049	Kittelson, Tom	524 Pine St S	Reside	Emple Const.	4,000.00	87.25	2.00		89.25	94.59765.0000	434
5/17/2017	2017B050	Esdales Healing Nest	310 US Hwy 71 N	Reroof	Self	15,000.00	224.75	7.50		232.25	94.59734.0000	Esdales Healing Nest
5/17/2017	2017B051	Radjenovitch, Paul	1525 Main St S	New Gas Line	Ellingson	23,879.00	335.75	11.94		347.69	94.57816.0002	Comm
5/18/2017	2017B052	Hornick, Mark & Missy	384 Morning View Ln	Door Replacement	Pat Hornick	800.00	29.25	1.00		30.25	94.59653.0179	434
5/19/2017	2017B053	Stone, Relene	813 10th St S	Prebuilt Shed		5,200.00	102.25	2.60		104.85	94.59666.0000	434
5/19/2017	2017B054	F & W Exhaust	1083 Getty St	Enclosing 16' x 40' lean to on existing detached bldg.	Voss	4,500.00	93.50	2.25		95.75	94.59097.0004	434
5/22/2017	2017B055	Wehren, Leander	118 Sinclair Lewis Ave	Window Replacement	Kostraba	3,700.00	83.50	1.85		85.35	94.59564.0000	434
5/25/2017	2017B056	Hanson, Alta	740 Lake Shore Dr	Reside	Pettit Const.	3,887.00	87.09	1.99		89.08	94.59249.0000	434
5/25/2017	2017B057	Leasfeld, Neal	211 3rd St N	Reshingle	Perry Const.	4,500.00	93.50	2.25		95.75	94.59676.0000	434
5/26/2017	2017B058	Wyllie, Jim & Sandee	521 8th St S	New Addition	Robin Myslwiec	39,000.00	466.75	19.00	233.38	719.13	94.59072.0100	434
5/30/2017	2017B059	F & W Exhaust	1083 Getty St	Reside House	Self	6,000.00	112.25	3.00		115.25	94.59097.0004	434
5/31/2017	2017B060	Orth, Richard	508 Pine St S	Reside	Bols Const.	2,400.00	71.25	1.36		72.61	94.59762.0000	434
June						351,515.00	4,022.97	179.09	788.28	4,990.34		
6/22/2017	2017B061	Central MN Credit Union	1181 Main St S	Replace rooftop heating & A/C Units	Precise Refrigeration	19,000.00	274.75	9.50		284.25	94.58112.0000	Comm/Mech
6/5/2017	2017B062	Ruffian, Scott	637 Lake Shore Dr	Reroof best house & put a patio/deck on top & replace garage door	Self	3,000.00	74.75	1.50		76.25	94.59260.0000	434
6/13/2017	2017B063	Lamuspa, Nick & Natha, Nickayla	323 Birch St S	Change windows, Sheet rock, Remodel	Self	10,000.00	162.25	5.00		167.25	94.59527.0000	434
6/13/2017	2017B064	Froese, Mike	311 Main St S	Reside & Soffit	Imlake Const	3,900.00	86.00	1.95		87.95	94.59106.0000	Comm
						35,900.00	597.75	17.95	0.00	616.70		

Date	No.	Name	Address	Project Description	Contractor	Value	Permit Fee	State Surchage	Plan Check	Total Fee	PID	Census Code
6/23/2017	2017B065	Engen, Pat	215 Willow St	Remodel & Repairs	Bosl Const.	3,000.00	74.75	1.50		78.25	94.57879.0000	434
6/23/2017	2017B066	Serbus, Robert & Gail	566 Main St N	Deck	Self	3,070.49	75.63	1.54		77.17	94.59265.0760	434
6/26/2017	2017B067	Michels, Walter	613 Lake Shore Dr	Reside & Window replacement	Self	20,000.00	287.25	10.00		287.25	94.58263.0000	434
6/28/2017	2017B068	Prodinsky Brian	409 Pine St S	Window replacement	YHIC	2,903.00	73.54	1.45		74.99	94.58975.0000	434
7/5/2014	2017B069	Rahn, Harvey & Mary	628 Ash St S	Reshingle	Self	3,259.00	77.89	1.63		79.62	94.58491.0000	434
7/5/2017	2017B070	Gettel, Gerald	619 Pine St S	Reside	Schwinghamer Const.	43,550.00	518.70	21.78		538.48	94.58859.0000	434
7/5/2017	2017B071	Zollman, Bryan & Heather	13 7th St S	Sunroom	Tom Meyer	75,000.00	731.00	37.50	292.40	1,060.90	94.58290.0010	434
7/11/2017	2017B072	Ironi, Matt & Wendy	320 Birch St S	Detached Accessory Residing & Painting house & garage	Kostraba Contracting	18,000.00	285.25	9.00	104.90	379.15	94.59116.0000	Detached
7/14/2017	2017B073	Garvin, Jason & Trisha	404 1st St N	Mechanical Permit	Self	1,000.00	94.75	1.00		35.75	94.58662.0000	434
7/17/2017	2017B074	Radjenovich, Paul (Felling Tr)	1525 Main St S	Mechanical Permit	Ellingson's Plumbing & Heating	10,500.00	169.50	5.25		173.75	94.XXXXX	Mechanical
7/21/2017	2017B075	Garcia Chavez, Rosa	320 4th St N Lot # 8	Deck 6 x 10	Self	400.00	21.00	1.00		22.00		434
7/21/2017	2017B076	Welle Bruce M Trust	466 East River Blvd	New Dwelling	Steve Moritz	200,000.00	1,387.25	100.00	554.90	2,042.15	94.59289.0633	101
7/24/2017	2017B077	Sunderman, Marty & Brenda	820 2nd St S	Window replacement	Don Schmeidler	5,000.00	98.75	2.50		102.25	94.59223.0000	434
7/24/2017	2017B078	Reynolds, Nathan	720 Ash St S	Egress Window	Isenbart	1,000.00	34.75	1.00		35.75	94.58466.0000	434
7/24/2017	2017B079	Indieke, Scott	632 Main St S	Reshingle & 2 windows replaced	Self	5,500.00	106.00	2.75		108.75	94.58827.0000	434
7/26/2017	2017B080	Gelrael, Greg	1072 Getty St	Install 1 Egress & replace 5 windows	Isenbart Const.	5,000.00	99.75	2.50		102.25	94.58456.0000	434
7/27/2017	2017B081	Felling, Ben	700 Main St S	Install 2 Egress Windows	Self	3,000.00	74.75	1.50		76.25	94.58892.0000	434
7/27/2017	2017B082	Felling, Ben	305 Ash St	Replace Steps	Indieke Const LLC	1,000.00	34.75	1.00		35.75	94.58560.0000	434
7/28/2017	2017B083	REM Central Lakes	810 Ash St S	Remodel Bathroom	Bosl Const.	7,000.00	124.75	3.50		128.25	94.58035.0000	434
7/28/2017	2017B084	Grossman, Kevin	310 Elm St N	Replace Garage Door	Bosl Const.	800.00	29.25	1.00		30.25	94.58944.0000	434
7/31/2017	2017B085	Brown, Bob	243 Morning View Ln	Bathroom Remodel	Bosl Const.	8,000.00	137.25	4.00		141.25	94.58853.0088	434
7/31/2017	2017B086	Pettit, Jacob & Jamie	614 2nd St S	Interior Remodel	Self	5,000.00	99.75	2.50		102.25	94.59264.0000	434
						421,982.49	4,554.36	213.90	952.20	5,720.46		

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
1st Quarter Total	\$1,052,342.40	\$9,074.22	\$527.57	\$2,798.12		\$12,399.91
April	\$3,645,610.06	\$15,451.87	\$1,480.60	\$6,802.37		\$23,734.13
May	\$351,515.00	\$4,022.97	\$179.09	\$788.28		\$4,990.34
June	\$35,900.00	\$597.75	\$17.95	\$0.00		\$615.70
2nd Quarter Total	\$4,033,025.06	\$20,072.59	\$1,677.64	\$7,590.65		\$29,340.17
July	\$421,982.49	\$455.36	\$213.90	\$952.20		\$5,720.46
August						
September						
3rd Quarter Total						
October						
November						
December						
4th Quarter Total						
Year to Date Total	\$5,507,349.95	\$29,602.17	\$2,419.11	\$11,340.97		\$47,460.54

Building Permits Issued by Month

	2011	2012	2013	2014	2015	2016	2017
Jan	5	8	14	3	5	10	3
Feb	7	10	8	4	7	7	9
Mar	14	11	13	7	9	5	11
Apr	22	35	30	13	16	10	14
May	31	40	54	22	14	14	23
Jun	24	86	24	24	17	7	4
Jul	32	132	40	18	9	10	22
Aug	65	123	22	11	17	12	
Sep	49	98	25	16	12	10	
Oct	42	71	18	10	13	8	
Nov	14	27	13	6	5	8	
Dec	11	10	9	6	3		

Grand Total 316 652 270 140 127 101 87

2017 Zoning Permits

Date	Permit #	Name	Address	PID	Type Improvement	Fee	Other	Total Fee
May								
5/3/2017	2017Z019	Hill, Elliott & Haleigh	507 Grove Lake St.	94.58778.0000	13'x13' Pavers	25.00		25.00
5/12/2017	2017Z020	Pitschka, Scott	508 Oak St. S.	94.58782.0000	Fence	25.00		25.00
5/17/2017	2017Z021	Moldenhauer, Dan	1122 Park Lane	94.58654.0032	Fence	25.00		25.00
5/19/2017	2017Z022	Leagfeld, David & Carol	1 Anjo Drive	94.8567.0020	Shed	25.00		25.00
5/18/2017	2017Z023	Ragan, Linda	321 Elm St. N.	94.58941.0000	200 SF Pergola	25.00		25.00
						125.00		125.00
June								
6/5/2017	2017Z024	VanDrehle, Jason	321 Alex Moore St.	94.57937.0000	Swimming Pool	25.00		25.00
July								
6/6/2017	2017Z025	Farrell, Joyce	311 Sinclair Lewis Ave	94.59122.0000	Reshingle shed & side 1 wall	25.00		25.00
6/9/2017	2017Z026	Moritz, Leander	831 Getty St.	94.58081.0000	10'x14' shed	25.00		25.00
6/15/2017	2017Z027	Sarmieto G. Marcelo	714 Pine St.	94.58882.0000	Fence	25.00		25.00
7/6/2017	2017Z028	Flowers Jim & Kristy	1040 Lake Shore Dr	94.59265.0814	Temporary Cargo Container Permit	25.00		25.00
7/11/2017	2017Z029	Bueckers Joshua	541 Oak St N	94.58211.0000	concrete patio & shed	25.00		25.00
7/18/2017	2017Z030	McDermond, William	221 Daybreak Lane	94.58289.0009	28' x 12' Patio	25.00		25.00
						175.00		175.00

Planning Commission Staff Report

Meeting Date: August 8, 2017
Subject: Informational Items
Agenda Item: 9a

Description/Summary

- Scrap Metal Clean Up Day in September – Date to be determined
- GTS Educational Events
- Comprehensive Plan Update – *Project Status Report-SRF*

Action Requested:

Informational items only.

Action Taken:

Motion:

Second:

2017 Land Use Training & Education Program

HOME UPCOMING SESSIONS - SPECIAL SESSIONS - SPONSORS



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.

2017 Program offerings include:

- **Basics of Planning & Zoning** ([basics-of-planning-and-zoning.php](#))
- **Beyond the Basics of Planning & Zoning: Variances and More!** ([beyond-basics-of-planning-and-zoning.php](#))
- **Effective Community Engagement for Land Use** ([effective-community-engagement-for-land-use.php](#))
- **Your Role as Planning Commissioner** ([your-role-as-a-planning-commission-member.php](#))
- **A Practical Guide for Variances in Shorelands and Floodplains** ([practical-guide-for-variances-in-shorelands-and-floodplains.php](#))
- **Managing Risk: Making Sound Planning and Zoning Decisions** ([managing-risk-making-sound-planning-and-zoning-decisions.php](#))

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.

Thanks to Bronze sponsors



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Upcoming Sessions

September 27 - **A Practical Guide for Variances in Shorelands and Floodplains, Mankato** ([practical-guide-for-variances-in-shorelands-and-floodplains.php](#))

September 27 - **Managing Risk: Making Sound Planning and Zoning Decisions, Mankato** ([managing-risk-making-sound-planning-and-zoning-decisions.php](#))

October 17 - **Your Role as Planning Commissioner, Little Falls** ([your-role-as-a-planning-commission-member.php](#))

October 24 - **Your Role as Planning Commissioner, Eagan** ([your-role-as-a-planning-commission-member.php](#))

If you would like to receive information on upcoming courses, please email Mary Wynne ([mailto:mwynne@mngts.org?subject=Add Me to the Land Use Mailing List](mailto:mwynne@mngts.org?subject=Add+Me+to+the+Land+Use+Mailing+List)) to be added to the marketing list.

SPONSOR OPPORTUNITIES NOW AVAILABLE

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.

More information on the Land Use Training and Education Program sponsorship program is available in .pdf format ([documents/Land-Use-Sponsor-Flyer.pdf](#)).

To register as a sponsor or exhibitor, visit: www.regonline.com/2017LUSponsors (<https://www.regonline.com/2017LUSponsors>)

About GTS Educational Events

If you are a nonprofit or public sector group looking to create a conference, workshop or educational event with impact, look to GTS. We believe educational events are successful when participants learn and grow and then return to their organizations and communities to make them stronger. We look forward to continuing our work with the broad spectrum of organizations striving to make a difference for the people and communities they serve.

PROJECT STATUS REPORT

SAUK CENTRE COMPREHENSIVE PLAN UPDATE

Reporting period:

June 1 - July 31, 2017

Report submitted to:

- City of Sauk Centre (Sarah Morton, Vicki Willer)
- SRF (Cindy Gray, Scott Harmstead, Dave Sweeney, Chris Clanahan)

Summary of activities accomplished during reporting period:

- Edited Draft Community Profile document based on comments from City
- Prepared flyer to be sent with utility bill and provided it to Utility Dept.
- Completed coordination with the City for Facebook boost/ad to notify people of the community survey
- Monitored responses to community survey and entered results of paper copy surveys
- Prepared for and participated in pop-up meeting at Sinclair Lewis Days (Saturday, July 15, 2017)
 - Prepared exhibits
 - Staffed the booth

Summary of activities planned for upcoming reporting period:

- Enter remaining paper copies of survey (if any).
- Tabulate survey results and prepare summary and info-graphic.
- Process input from pop-up event and any subsequent input received.
- Prepare draft alternative land use plans and send to staff for initial review.
- Prepare draft goals and objectives based on public input.
- Modify draft goals and objectives and draft land use plans and provide to Task Force for initial review.
- Coordinate with Task Force to schedule next meeting (scheduled for September 2017).
- Prepare for Task Force meeting #3

Detailed Progress Log:

See the table on the following the following pages.

www.srfconsulting.com

Case Plaza, One North Second Street, Suite 226 | Fargo, ND 58102-4801 | 701.237.0010 Fax: 701.237.0017

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Progress/Notes:

1.0 Project Management			
Task Description	Progress (%)	Timeline	Notes/Next Steps
1.1 Project Management	Ongoing	Ongoing	
2.0 Participation Process			
Task Description	Progress (%)	Timeline	Notes/Next Steps
2.1 Task Force Meetings (6)	30	Ongoing	<ul style="list-style-type: none"> - Completed meetings #1 & #2 - Prep for meeting #3 throughout July and August
2.2 Website, Facebook	Ongoing	Ongoing	Survey & Community Profile results to be posted in September after review by Task Force at meeting #3
2.3 Planning Commission and Council Updates (Monthly)	20	Ongoing	
2.4 Workshops	35	July, Oct, and Jan	1 st workshop held July 15 during Sinclair Lewis Days
2.5 Community Survey	80	May-June 2017	Distribution in May. Multiple email notifications, utility bill notification, Facebook boost, approx. 400 responses. Need

to close survey and summarize results.

2.6 Public Hearings 0 March 2018

3.0 Planning Services

Task	Description	Progress (%)	Timeline	Notes/Next Steps
3.1	Inventory and Profile	99	March-May 2017	Final Task Force review, polishing
3.2	Trends and Projections	99	April-May 2017	Final Task Force review, polishing
3.3	Goals and Objectives	10	May-July 2017	Complete upon closure of Survey and review of public input from pop-up meeting. Draft goals/objectives to be completed for review at Task Force Mtg. #3.
3.4	Future Land Use Plan	10	July-Oct. 2017	Identified future growth areas and asked for public input at pop-up meeting. Draft LU Plan alternatives to be completed for review at Task Force Mtg. #3.
3.5	Implementation Plan	0	Nov.-Dec. 2017	
3.6	Draft and Final Plan	15	Dec.-March 2018	Materials completed for Tasks 3.1 and 3.2 will become part of draft plan.

4.0 Technical Services

Task Description	Progress (%)	Timeline	Notes/Next Steps
4.1 Natural Environment Plan	20	June-Nov 2017	Completed inventory of natural resources with Task 3.1 and requested input at pop-up meeting
4.2 Transportation Plan	35	July-Nov 2017	Completed review of relevant plans (Stearns County, etc.) and prepared draft materials for Task Force Mtg. #3.
4.3 City Services Plans	15	Aug-Nov 2017	Initiated discussions regarding logical / feasible utility extensions and other city services as part of work completed to date.

Use this card and the space provided to identify important opportunities and issues in Sauk Centre. Use the space on the back if you have additional comments. **THANK YOU!**

1 What location illustrates the **best feature** of Sauk Centre? Place a blue dot on the map and describe the feature below.

Location: _____

Feature: _____

2 Where is your **biggest area of concern**? Place a red dot on the map and describe your concern below.

Location: _____

Concern: _____

3 Where should **special amenities** be created or enhanced? Place a green dot on the map and describe the amenity below.

Location: _____

Amenity: _____



Comments:

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Comments:
