



PLANNING COMMISSION AGENDA

COUNCIL CHAMBERS

MONDAY, DECEMBER 18, 2023

6:00 PM

1. Call to Order
2. Approval of the Minutes of 10/16/2023 and 11/6/2023
3. Public Hearings
 - A. Recommendations on Alee Services Inc., application for a Conditional Use Permit for the adaptive reuse of the Church at 1132 6th St NW (PID # 18.36.1.00.058) as a professional office.
4. Board & Commissions Updates & Reports
 - A. Approve the 2024 Planning Commission Meeting Schedule
5. Adjournment

Please contact the Departments of Community & Economic Development at 507-334-0100 if you need special accommodations to participate in this meeting.



PLANNING COMMISSION MINUTES

COUNCIL CHAMBERS

MONDAY, OCTOBER 16, 2023

6:00 PM

Meeting Items

1. Call to Order

The regular meeting of the Planning Commission was called to order by Chair David Campbell at 6:00 pm. Commissioners also in attendance were Chuck Ackman, Bart Jackson, Michael Salt, Sam Temple, Steve White. Staff present were Peter Waldock, David Wanberg and Kari Casper.

2. Approval of the Minutes

Motion by Chuck Ackman, seconded by Sam Temple to approve the meeting minutes as presented. The motion passed on a 6/0 vote.

3. Public Hearings

- A. Amendment to Resolution 2010-122 for Final Plat approval of Lyndale Commons and any other documents and agreements related to access easements and shared private drives associated with 2055 Lyndale Avenue N (PID # 18.24.4.52.001); 1500 Lyndale Court (PID # 18.24.4.52.002) and 1500 20th Street NW (PID # 18.25.1.25.002).

MATTER TO BE CONTINUED TO NOVEMBER 6, 2023.

Waldock gave his presentation of the matter for the Amendment to the Resolution dated 2010-122 Final Plat Approval of Lyndale Commons and agreements related to the access easements and share private drives associated with 2055 Lyndale Ave N. .

Waldock stated that due to notice requirements, he would like to bring the matter before the commission for questions and then ask that they continue the public hearing until the next meeting. Following the presentation, Chair brought it back to the board for discussion.

Ackman asked to have Waldock identify the bike trail. White asked what type of easement this is and Waldock stated it's a public drainage and utility easement. There is a private easement, which is why it doesn't connect. Waldock stated that there was sufficient right-of-way for this request. The chair pointed out that there is a hydrant by the trail, which indicates that there are different types of utilities along the trail.

Temple asked if there was a reason that the conditions weren't met ten years ago.

Waldock stated that the developer did not want to do anything with the unknown potential development for the subject land. White asked about the landscaping and Waldock responded that it was not done due to the potential unknown development of the site.

Temple asked if the landscaping could be done now and Waldock stated it could, but the developer doesn't really want to now. Temple stated that the site is visible from the highway, so why can't they do it now? Waldock said that they could work around it. Salt asked why it hadn't been recorded in the first place.

Motion by Chuck Ackman , seconded by Sam Temple to table the public hearing and continue it on to the November 6th hearing. . Motion Passed.

4. Board & Commissions Updates & Reports

5. Adjournment

Motion by Barton Jackson, seconded by Michael Salt to adjourn at 6:45 p.m. The motion passed on a 6/0 vote.

By: _____
Kari Casper, Recording Secretary



PLANNING COMMISSION MINUTES

COUNCIL CHAMBERS

MONDAY, NOVEMBER 6, 2023

6:00 PM

Meeting Items

1. Call to Order

The regular meeting of the Planning Commission was called to order by Chair David Campbell at 6:00 pm. Commissioners also in attendance were Chuck Ackman, Bart Jackson, Michael Salt, Sam Temple, Steve White. Staff present were Peter Waldock, David Wanberg and Kari Casper.

2. Approval of the Minutes

No minutes were attached to the agenda.

3. Public Hearings

A. Amendment to Resolution 2010-122 for Final Plat approval of Lyndale Commons and any other documents and agreements related to access easements and shared private drives associated with 2055 Lyndale Avenue N (PID # 18.24.4.52.001); 1500 Lyndale Court (PID # 18.24.4.52.002) and 1500 20th Street NW (PID # 18.25.1.25.002).

Waldock began his presentation by stating that this was a contained public hearing. We did get one response from the public with questions about clarifying the request. There is no proposed development at this time on Lot 1. The application is consistent with the Comprehensive Plan and consistent with the zoning as well. The applicants are asking that the landscaping be deferred until the lot is developed. The staff is in agreement with this request. There is an amended subdivision approval with this request which will remove the requirement for access easement. The chair then brought the matter back for discussion. Temple asked if the appliance was present. Waldock stated that Jeff Jandro was in the audience. The chair then opened the matter up for a public hearing at 6:08 p.m. Jeff Jandro, 12600 230th St, E., Kenyon, MN came forward to give a little history. The previous owner agreed to put in a private street and had one year to do it pursuant to the previous development agreement. At that time, as part of that development agreement, he was also supposed to put the landscape in as well. Vance Vinar is the other applicant and does not want to allow traffic through his parking lot and is in total agreement with this request. Temple asked if there was a way to do some landscaping now? Jandro stated that in order to put that road in, it would require significant fill in there. No grading has been done there with a significant grade there.

The chair then closed the public hearing at 6:17 and brought it back for further discussion. Ackman stated that if and when Lot 1 is developed, the landscaping will go in. It makes perfect sense. Motion by Chuck Ackman, seconded by Sam Temple to recommend approval based on the findings in support of the request to remove requirements for construction of the access drive and landscaping and recommend City Council approval of this application. as presented. The motion passed on a 6/0 vote.

4. Board & Commissions Updates & Reports

Nothing really to report at this time.

5. Adjournment

Motion by Barton Jackson, seconded by Michael Salt to adjourn the meeting at 6:17 p.m.. The motion passed on a 6/0 vote.

By: _____
Kari Casper



REQUEST FOR PLANNING COMMISSION ACTION

TO: Planning Commission
THROUGH: Harry Davis, AICP City Planner
FROM: Peter Waldock, AICP Planning & Zoning Coordinator
MEETING DATE: December 18, 2023
SUBJECT: Recommendations on Aleo Services Inc., application for a Conditional Use Permit for the adaptive reuse of the Church at 1132 6th St NW (PID # 18.36.1.00.058) as a professional office.

Background:

Aleo Services LLC., of Waseca, is seeking a Conditional Use Permit for adaptive reuse of a former religious institution in the R-2, Low-Density residential District at 1132 6th Street NW for professional offices. Aleo Services provides community-based home care services for people with disabilities. They provide one-on-one client services at this site, teaching independence and life skills. One evening a month, they plan to offer bingo or crafting events for up to 20 clients and staff at the site.

The application proposes to re-purpose the site as a professional office. If approved, the offices will have up to eight (8) employees at this location, some of whom are part-time or work-from-home and at the client's home. Office hours are 8:00 AM to 8:00 PM on weekdays. No remodeling or site improvements are planned for the site. Aleo Services plans to have their employees and clients park in the Lincoln School parking lot across the street and have informal written permission from the School District Facilities Director on a space-available basis. Clients generally do not drive to the offices themselves.

The Development Review Committee and City Planner recommend approval of the application subject to one of the following parking alternatives:

1. A parking agreement with the School District or an application for shared parking lot use, or
2. Application for and approval of a parking variance, or

3. Construction of on-site parking spaces. This alternative will require variances and a limited-use agreement with the City for the use of public right of way along Lincoln Avenue.

A detailed staff report is attached to this memo for further information.

Recommendation:

Approve the proposed findings in support of the Conditional Use Permit for adaptive reuse of the church at 1132 6th Street NW and recommend that the City Council approve the application subject to the proposed conditions of approval listed in the draft resolution.

Attachments:

1. Draft Resolution
2. Staff Report Memo Alee Services

CITY OF FARIBAULT

RESOLUTION #2023-____

APPROVE A CONDITIONAL USE PERMIT FOR ALEE SERVICES INC. ADAPTIVE REUSE AT 1132 6TH ST NW

WHEREAS, Angela Wilson, Chief Manager of Alee Services, LLC (the "Applicant") with the consent of the property owner Iglesia Neuva Vida En Cristo (the "Owner"), has requested a conditional use permit for the adaptive reuse of the church building at 1132 6th Street NW, for use as professional offices. The subject site is legally described in Exhibit A of this resolution; and

WHEREAS, City Staff has completed a review of the application and prepared a report to the Planning Commission about said request attached hereto as Exhibit B; and

WHEREAS, the Planning Commission, on December 18, 2023, received the City Staff report, and following proper notice, held a public hearing to consider the Applicant's request; and

WHEREAS, following the public hearing, the Planning Commission recommended that the City Council approve the Applicant's conditional use permit request based on the findings required in Section 2-300 of the Unified Development Ordinance as follows:

- 1. The conditional use will not be detrimental to or endanger the public health, safety, comfort, convenience, or general welfare.**

Expanded Finding: The proposed professional office uses at this site will primarily be conducted indoors and The proposed use is unlikely to cause significant traffic or noise. Therefore, the use will not be detrimental to the public health, safety, comfort, convenience, or general welfare.

- 2. The conditional use will not be injurious to the use and enjoyment of other property in the vicinity and will not impede the normal and orderly development and**

improvement of surrounding property for uses permitted in the district.

Expanded Finding: The proposed professional use of this former Religious Institution site will not generate traffic, noise, or activities incompatible with nearby residential and educational uses and will not be injurious to the use and enjoyment of other property in the vicinity. For these reasons, the proposed use will not impede the normal and orderly development and improvement of surrounding property for permitted uses in the district.

- 3. The conditional use will be designed, constructed, operated, and maintained in a manner that is compatible in appearance with the existing or intended character of the surrounding area.**

Expanded Finding: The application will not result in exterior modifications other than a new sign to replace the building's current sign near the west entrance. Therefore the building will remain compatible in appearance with the existing character of the surrounding area.

- 4. The conditional use will not impose hazards or disturbing influences on neighboring properties.**

Expanded Finding: The proposed professional offices will not cause hazards or disturbing influences on neighboring properties.

- 5. The conditional use will not substantially diminish the value of neighboring properties.**

Expanded Finding: The proposed professional office uses in the building will not generate traffic, or increase noise, odor, or other off-premise impacts at the site. The application does not propose a more intense use of the site than currently exists there as a place of worship, which will not diminish neighboring property values.

- 6. The site is served adequately by essential public facilities and services, including utilities, access roads, drainage, police and fire protection, and schools or will be served adequately as a result of improvements proposed as part of the conditional use.**

Expanded Finding: Public sewer, water, and all other applicable municipal services serve the subject property. The City Engineer did not note current infrastructure deficiencies in the area.

- 7. Development and operation of the conditional use will not create excessive additional requirements at public cost for facilities and services and will not be detrimental to the economic welfare of the community.**

Expanded Finding: The proposed professional offices will not require any additional public services or facilities. They will provide a service in the community. The and will not be detrimental to the economic welfare of the community.

- 8. Adequate measures have been or will be taken to minimize traffic congestion in the public streets and to provide for adequate on-site circulation of traffic.**

Expanded Finding: The proposed conditional use permit for the adaptive reuse of the building as a professional office use will not create traffic or parking congestion on public streets surrounding the site. The applicant plans to utilize a shared parking arrangement with Lincoln Elementary School across the street from the site. The application takes adequate measures to address traffic and parking demands.

- 9. The conditional use will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance to the community.**

Expanded Finding: The proposed adaptive reuse of the former religious institution provides for the preservation and maintenance of the building. The property does not have

scenic, historic, or natural significance. The proposed reuse of the site will not adversely affect any feature of importance to the community.

10. The conditional use is consistent with the applicable policies and recommendations of the City's Land Use Plan or other adopted land use studies.

Expanded Finding: The proposed adaptive reuse of this site as a professional office use is consistent with the comprehensive plan that guides the subject site as part of an established residential neighborhood use, which supports small neighborhood-compatible office uses.

11. The conditional use, in all other respects, conforms to the applicable regulations of the district in which it is located.

Expanded Finding: The application conforms to the Unified Development Ordinance requirements including the uses allowed in the R-2, Low-Density Residential District, and the development standards listed in Section 7-30 of the Unified Development Ordinance for the adaptive reuse of a neighborhood religious institutional use as explained further in Section 4 of this resolution.

WHEREAS, The Planning Commission has determined that the application meets the development standards required in Section 7-30 of the Unified Development Ordinance for adaptive reuse of this institutional building as follows:

Adaptive reuses of institutional or public buildings.

- 1. The city council shall find before granting a conditional use permit for an adaptive reuse that the long-term benefits of the proposed adaptive reuse outweigh any negative impacts on the neighborhood of the proposed project and on the city, as compared with the alternative of having the structures demolished, remaining vacant, or underutilized.**

Finding. The City Planner does not find the use to cause

significant negative impacts outweighing good benefits and does not recommend demolition, vacancy, or underutilization instead of the proposed office. The proposed use is a low-intensity, low-traffic office use that will not be disruptive in this area. The reuse of the building for professional counseling services will provide for upkeep and maintenance of the property and seems to fit well with the layout of the building.

- 2. The proposed adaptive reuse must be residential, commercial, institutional, or a combination of such uses.**

Finding. The proposed reuse is a commercial office which is one of the listed uses required.

- 3. Densities greater than would be allowed in the underlying zoning district may be approved, at the discretion of the city council.**

Finding. The proposed use does not increase the residential density of the site.

- 4. The proposed adaptive reuse shall not cause traffic volumes to exceed the capacities for which the adjacent streets have been designed.**

Finding. The proposed use will not cause traffic volumes over the street capacity at this location as the streets nearby are constructed to handle daily school and residential traffic. The proposed office use will not cause more traffic than nearby uses.

- 5. The proposed adaptive reuse must not generate daily semi-truck traffic on local residential streets.**

Finding. The proposed reuse will not generate daily semi-truck traffic. Deliveries for this business will be at a similar level to most residences.

- 6. Improvements to reduce the impact of driveways/access points on the traffic flow of adjacent streets have been identified where needed.**

Finding. No site improvements are planned as of now, and the property lacks driveways and sidewalks on both adjacent streets.

- 7. The proposed reuse includes adequate amounts of on-site parking and loading areas to meet the requirements of Section 8-200 of this Code; where required parking cannot be provided on-site, reasonable provision for off-site parking shall be required.**

Finding. The application can reasonably provide for parking to serve the proposed business in this case at the estimated parking demand level with available spaces regularly available in the northern Lincoln Elementary lot. The applicants have informal, written permission from the school district for the use of their lot when space is available. On-street parking spaces are available along the site frontage. However, these spaces cannot be counted toward the parking requirements for this use.

The Unified Development Ordinance (UDO) authorizes off-site parking within 300 feet of the entrance. The northern Lincoln Elementary parking lot meets this standard. For shared parking lots the UDO requires a legal, recorded instrument between parties to document the shared parking rights. The DRC will require pedestrian and ADA improvements of the parking lot, sidewalk, and appropriate crossing between the parking lot and subject property across Lincoln Ave. Alternatives to shared parking for this proposal include:

- Apply for and receive a parking variance at this site.
- Construction of parking spaces on-site and/or utilization of the public ROW to construct parking within a limited-use agreement, along with applying for and receiving a variance.
- Any other option to provide parking is subject to review and approval by the City Engineer and City Planner.

- 8. Screening must be provided to sufficiently protect the privacy of residents in the surrounding residential areas from the impact of off-street parking, loading, and driving areas, noise or glare exceeding permissible standards, potential safety hazards, or to subdue differences in architecture and bulk between adjacent land uses.**

Finding. The site has a screening fence around the boundaries adjoining residential uses, which will sufficiently protect residential privacy and use impacts. The proposed use will remain mostly indoors and is unlikely to cause any disruptions.

The application will not generate noise, smoke, vibrations, or other disruptions in a residential setting.

- 9. There shall be no exterior storage of goods or equipment except for properly screened trash containers.**

Finding. The proposed use will not have outside storage of goods or equipment. Trash will be kept in residential-size containers indoors or behind the screening fence on site.

- 10. Hours of operation shall be as identified by the applicant in the conditional use permit application and agreed to by the city council.**

Finding. Hours of operation proposed by the applicant (8:00 AM to 8:00 PM weekdays) are acceptable for this use at this location.

- 11. Exterior renovation or remodeling of the structure must endeavor to maintain existing architectural features so as to not alter the character of the neighborhood.**

Finding. No exterior renovations are proposed.

- 12. The requirements for institutional signage within a residential district shall be used in the evaluation of signage for the site. Consideration shall be given to reusing the existing, historical signage on the site and designing any additional signage to complement the existing residential district.**

Finding. The signage planned for this use will be at the same location and scale on the building as presently used by the Church. A separate sign permit is required to reface the existing sign.

WHEREAS, the City Council during a public meeting on December 26, 2023, considered the Applicant's conditional use permit request; and

WHEREAS, based on the City Staff report, the results of the public hearing, and the written findings of the Planning Commission, the City Council concurs with the findings of the Planning Commission and makes identical findings.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FARIBAULT, MINNESOTA, AS FOLLOWS:

Section 1: Approval of a Conditional Use Permit. The City Council hereby approves the Applicant's conditional use permit request to for the adaptive reuse of the neighborhood church at 1132 6th Street NW for professional offices, subject to the conditions presented in Sections 2 and 3 of this resolution.

Section 2: Conditions Attached to the Approval of the Conditional Use Permit. The conditional use permit includes the following conditions:

1. The proposed adaptive reuse must meet all required development standards as listed in Section 7-30 of the City's Unified Development Ordinance unless granted a variance or otherwise approved by the City Council.
2. Prior to occupancy and use of the subject property, the Applicants must provide one of the below:
 - a. A legal, recorded instrument approved by the City Attorney for shared use of the Lincoln Elementary School parking lot and the applicant construct pedestrian and ADA improvements to the parking lot and provide a connection from the parking lot to the subject property; or
 - b. A variance from the off-street parking requirements of the Unified Development Ordinance; or
 - c. Construction of parking spaces on-site and/or utilization of the public ROW to construct parking within a limited-use agreement, along with applying for and receiving a variance; or
 - d. Any other option to provide parking is subject to review and approval by the City Engineer and City Planner.
3. This conditional use permit is automatically void if the Applicant does not provide a legal instrument for shared parking or receives approval of a parking variance within one (1) year of the approval of the conditional use permit unless the City Council has granted a request for a time extension.

Section 3: Additional Conditions of Approval. This conditional use permit includes the following additional conditions:

1. Failure of the City to act on a violation of a condition, covenant, or term of this permit is not a waiver of such condition, covenant, or term, or any subsequent violation of the same or any other condition, covenant, or term.
2. The City may inspect the property at all reasonable times to ensure compliance with the conditions of this permit.
3. This permit is subject to the City's code requirements. The Owner must comply with all applicable federal, state, and local laws, rules, and ordinances and obtain other permissions and permits as may be required.
4. The violation of any terms or conditions of this permit, including but not limited to any applicable federal, state, or local laws, rules, regulations, and ordinances, may result in revocation of the permit. The City must give the Owner written notice of any violation and reasonable time, as determined by the City, to cure the violation before the permit revocation.
5. This permit and its conditions are binding on the parties and their successors and assigns. This permit runs with the property and does not affect the subsequent sale, lease, or change from current ownership. The Applicant and Owner's obligations under this permit shall also be the obligations of any subsequent owners or assigns of the property.
6. Use of the property as allowed by this permit signifies the agreement of the permit's terms and conditions without qualification, limitation, or reservation.

Section 4. Findings and Incorporation of Recitals and Exhibits. Where applicable, the recitals and exhibits incorporated in this resolution constitute the written findings of the City Council, all of which protect the public's health, safety, and welfare.

Section 5. Authorization to take Additional Steps. The City Council authorizes the Mayor, City Administrator, City Staff, and the City's Consultants to take any additional steps and actions necessary or convenient to accomplish the intent of this resolution.

Section 6. Effective Date. This resolution shall be effective upon passage.

Date Adopted: December 26, 2023

Faribault City Council

Kevin F. Voracek, Mayor

ATTEST:

Timothy C. Murray, City Administrator

Exhibit A

Legal Description

Lot 10, Block 1, of Auditor's Plat No. 1, Section 36, Township 110 North, Range 21 West, Faribault, Rice County, Minnesota, together with that part of Lot 11 of said Block 1, lying North and West of the following described line: Beginning at a point in the West line of said Lot 11, North 0 degrees, 02 minutes, 45 seconds West, 76.50 feet from the Southwest corner of said Lot 11 (for purposes of this description, bearings are assumed and based on the South line of said Block 1, being South 89 degrees, 58 minutes, 39 seconds East); thence South 89 degrees, 48 minutes, 43 seconds East, 41.00 feet; thence North 0 degrees, 09 minutes, 16 seconds East, 64.22 feet to a point in the North line of said Lot 11 and there terminating, Rice County, Minnesota.

Exhibit B
Staff Report

(Insert Staff Report)



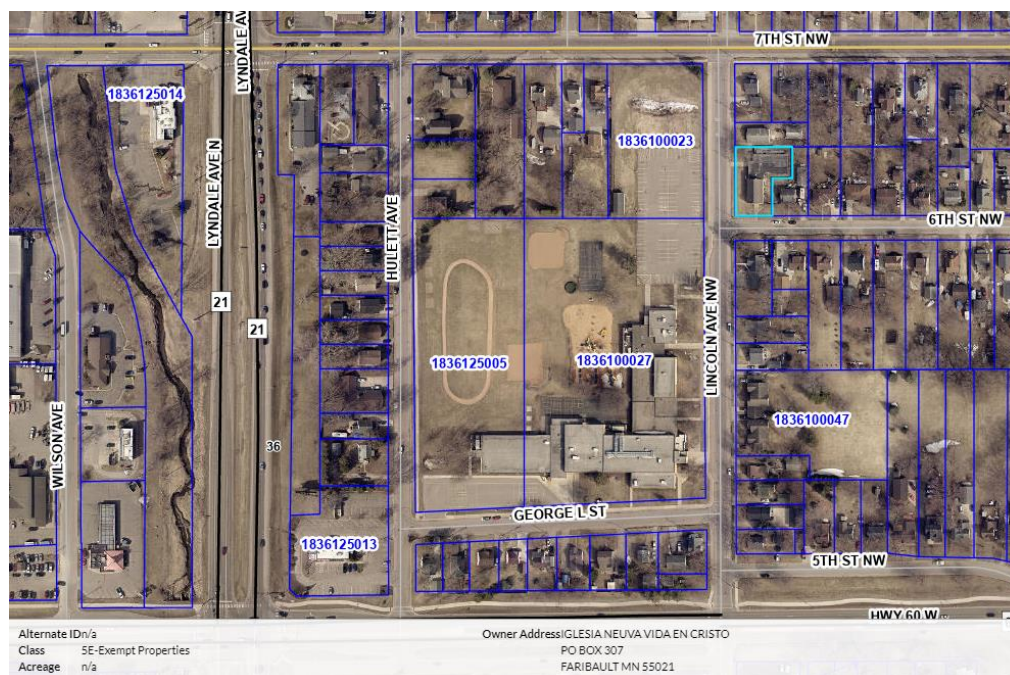
Staff Report to the Planning Commission

TO: Planning Commission
THROUGH: Harry Davis, City Planner
FROM: Peter Waldock, Planning and Zoning Coordinator
MEETING DATE: December 18, 2023
SUBJECT: Alee Services, Application for a CUP for Adaptive Reuse at 1132 6th St NW - Iglesia Nueva Vida En Cristo (New Life in Christ Church) Building

Background:

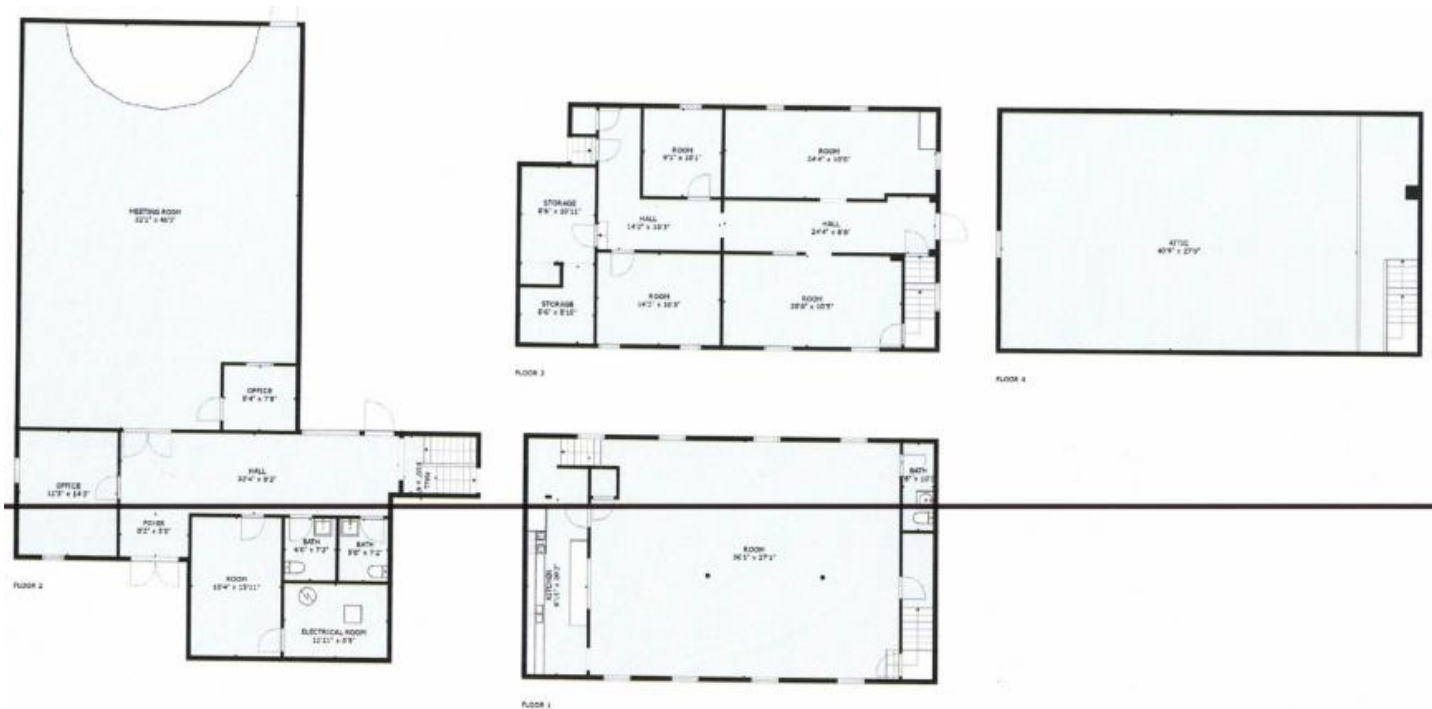
Alee Services LLC (Applicants) plan to purchase the former neighborhood religious institutional facility at 1132 6th St NW. The Applicants applied for a Conditional Use Permit (CUP) for adaptive re-use of the Iglesia Nueva Vida En Cristo building which is east and across the street from Lincoln Elementary school. The Applicants are planning to repurpose the building for use by Alee Services (operated by Angela Wilson) as a professional office.

Alee Services, headquartered in Waseca, is licensed as a community-based service provider assisting clients with disabilities and mental health counseling. Alee Services provides one-on-one service to teach independence and life skills. Once a month they plan to offer bingo night or a crafting for clients at the facility. Proposed hours of operation are 8:00 am - 8:00 pm Monday – Friday. The applicants are not proposing building or site improvements.



The business proposes eight employees at this office, but not all work full-time at the subject site. The applicants received informal, written permission from the Director of Buildings and Grounds for Faribault Public School District to share the northern Lincoln Elementary parking lot across Lincoln Avenue from the subject site. Proposed monthly events are held in the evening.

The subject site does not have any parking spaces on site. The building was built in 1949 with an addition in 1968. Overall the building has an area of about 4,300 sq. ft. including the worship area, offices, multi-purpose room (on floor 1 of the layout plan), and classrooms. The 1968 (north) building addition is accessible by wheelchair



Discussion:

Comprehensive Plan. The 2040 Comprehensive Plan guides the subject site as an Established Residential Neighborhood. The proposed use fits within this plan classification.



Zoning. The property is within the R-2 Low-Density Residential District, which allows adaptive reuse of a former neighborhood church with a CUP. Offices are allowed with a CUP in this district (even without the reuse of institutional buildings).

Parking and Traffic. The subject site has no parking areas or driveways. There does not appear to be enough space on site to build a parking lot that meets ordinance layout standards. Parking requirements for offices are based on a ratio of 1 space per 300 sq. ft of gross floor area. A 4300 sq. ft. office building, is required to have 15 spaces. The UDO permits off-site parking to be provided within 300 ft. of the main entrance. Shared parking is permitted provided a recorded legal instrument is approved by the City Attorney.

The Applicants have an informal, written agreement with the school district for the use of the north parking area of Lincoln School on an as-available basis. No leased or designated spaces on the school grounds are planned. The applicants are proposing that area for off-street parking for employees and customers. The site has about 140 feet of street frontage on Lincoln Avenue where customers and guests can park as well.

Alee Services does not normally have all eight employees on-site at the same time. Normally, clients are driven to the offices by their one-on-one counselor. The proposed monthly special events at the site have up to about 20 people

in attendance. The Applicants will ask staff to park in the northern Lincoln Elementary parking lot. Overall, Lincoln Elementary has enough parking for their needs. When needed, the City Planner does not see any major issues with on-street parking along Lincoln Avenue. The DRC confirmed that a legal document along with pedestrian and ADA accessibility improvements between the Lincoln Elementary northern parking lot and the subject property is recommended.

Development Standards.

Adaptive reuses of institutional or public buildings.

- (1) The city council shall find before granting a conditional use permit for an adaptive reuse that the long-term benefits of the proposed adaptive reuse outweigh any negative impacts on the neighborhood of the proposed project and on the city, as compared with the alternative of having the structures demolished, remaining vacant, or underutilized.

Comment. The City Planner does not find the use to cause significant negative impacts outweighing good benefits and does not recommend demolition, vacancy, or underutilization instead of the proposed office. The proposed use is a low-intensity, low-traffic office use that will not be disruptive in this area. The reuse of the building for professional counseling services will provide for upkeep and maintenance of the property and seems to fit well with the layout of the building.

- (2) The proposed adaptive reuse must be residential, commercial, institutional, or a combination of such uses.

Comment. The proposed reuse is a commercial office which is one of the listed uses required.

- (3) Densities greater than would be allowed in the underlying zoning district may be approved, at the discretion of the city council.

Comment. The proposed use does not increase the residential density of the site.

- (4) The proposed adaptive reuse shall not cause traffic volumes to exceed the capacities for which the adjacent streets have been designed.

Comment. The proposed use will not cause traffic volumes over the street capacity at this location as the streets nearby are constructed to handle daily school and residential traffic. The proposed office use will not cause more traffic than nearby uses.

- (5) The proposed adaptive reuse must not generate daily semi-truck traffic on local residential streets.

Comment. The proposed reuse will not generate daily semi-truck traffic. Deliveries for this business will be at a similar level to most residences.

- (6) Improvements to reduce the impact of driveways/access points on the traffic flow of adjacent streets have been identified where needed.

Comment. No site improvements are planned as of now, and the property lacks driveways and sidewalks on both adjacent streets.

- (7) The proposed reuse includes adequate amounts of on-site parking and loading areas to meet the requirements of Section 8-200 of this Code; where required parking cannot be provided on-site, reasonable provision for off-site parking shall be required.

Comment. The application can reasonably provide for parking to serve the proposed business in this case at the estimated parking demand level with available spaces regularly available in the northern Lincoln Elementary lot. The applicants have informal, written permission from the school district for the use of their lot when space is available. On-street parking spaces are available along the site frontage. However, these spaces cannot be counted toward the parking requirements for this use.

The Unified Development Ordinance (UDO) authorizes off-site parking within 300 feet of the entrance. The northern Lincoln Elementary parking lot meets this standard. For shared parking lots the UDO requires a legal, recorded instrument between parties to document the shared parking rights. The DRC will require pedestrian and ADA improvements of the parking lot, sidewalk, and appropriate crossing between the parking lot and subject property across Lincoln Ave. Alternatives to shared parking for this proposal include:

- Apply for and receive a parking variance at this site.
 - Construction of parking spaces on-site and/or utilization of the public ROW to construct parking within a limited-use agreement, along with applying for and receiving a variance.
 - Any other option to provide parking is subject to review and approval by the City Engineer and City Planner.
- (8) Screening must be provided to sufficiently protect the privacy of residents in the surrounding residential areas from the impact of off-street parking, loading, and driving areas, noise or glare exceeding permissible standards, potential safety hazards, or to subdue differences in architecture and bulk between adjacent land uses.

Comment. The site has a screening fence around the boundaries adjoining residential uses, which will sufficiently protect residential privacy and use impacts. The proposed use will remain mostly indoors and is unlikely to cause any disruptions. The application will not generate noise, smoke, vibrations, or other disruptions in a residential setting.

- (9) There shall be no exterior storage of goods or equipment except for properly screened trash containers.

Comment. The proposed use will not have outside storage of goods or equipment. Trash will be kept in residential-size containers indoors or behind the screening fence on site.

- (10) Hours of operation shall be as identified by the applicant in the conditional use permit application and agreed to by the city council.

Comment. Hours of operation proposed by the applicant (8:00 AM to 8:00 PM weekdays) are acceptable for this use at this location.

- (11) Exterior renovation or remodeling of the structure must endeavor to maintain existing architectural features so as to not alter the character of the neighborhood.

Comment. No exterior renovations proposed.

- (12) The requirements for institutional signage within a residential district shall be used in the evaluation of signage for the site. Consideration shall be given to reusing the existing, historical signage on the site and designing any additional signage to complement the existing residential district.

Comment. The signage planned for this use will be at the same location and scale on the building as presently used by the Church. A separate sign permit is required to reface the existing sign.

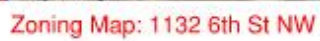
The DRC finds that the proposed reuse at this site by Alee Services meets the applicable provisions listed in Sec. 7-30 Development Standards for adaptive reuse of this church site, but that a legal instrument for the shared parking lot use with the School District should be provided. The DRC noted that the City could consider a limited-use agreement for the use of public street right of way for parking similar to other neighborhood church locations in established neighborhoods throughout the City.

Recommendation:

The DRC and City Planner recommends approval of Alee Services' application for a Conditional Use Permit subject to the provision of a legal instrument for shared parking with the School District or a variance application regarding off-street parking requirements. The findings recommended by the DRC are for this Conditional Use Permit Application are listed in the draft resolution attached with this report.

Requested Action:

Planning Commission approval of findings in support of a CUP for Alee Services application for adaptive reuse of the Iglesia Nueva Vida En Cristo site at 1132 6th St NW for professional offices and forward a recommendation for City Council approval.





1132 6th St NW



Pictometry Image. 1132 6th St NW

Referenced Sections of the Unified Development Ordinance.

Sec. 7-30. Development standards.

Adaptive reuses of institutional or public buildings.

- (1) The city council shall find before granting a conditional use permit for an adaptive reuse that the long-term benefits of the proposed adaptive reuse outweigh any negative impacts on the neighborhood of the proposed project and on the city, as compared with the alternative of having the structures demolished, remaining vacant, or underutilized.
- (2) The proposed adaptive reuse must be residential, commercial, institutional, or a combination of such uses.
- (3) Densities greater than would be allowed in the underlying zoning district may be approved, at the discretion of the city council.
- (4) The proposed adaptive reuse shall not cause traffic volumes to exceed the capacities for which the adjacent streets have been designed.
- (5) The proposed adaptive reuse must not generate daily semi-truck traffic on local residential streets.
- (6) Improvements to reduce the impact of driveways/access points on the traffic flow of adjacent streets have been identified where needed.
- (7) The proposed reuse includes adequate amounts of on-site parking and loading areas to meet the requirements of Section 8-200 of this Code; where required parking cannot be provided on-site, reasonable provision for off-site parking shall be required.
- (8) Screening must be provided to sufficiently protect the privacy of residents in the surrounding residential areas from the impact of off-street parking, loading, and driving areas, noise or glare exceeding permissible standards, potential safety hazards, or to subdue differences in architecture and bulk between adjacent land uses.
- (9) There shall be no exterior storage of goods or equipment except for properly screened trash containers.
- (10) Hours of operation shall be as identified by the applicant in the conditional use permit application and agreed to by the city council.
- (11) Exterior renovation or remodeling of the structure must endeavor to maintain existing architectural features so as to not alter the character of the neighborhood.
- (12) The requirements for institutional signage within a residential district shall be used in the evaluation of signage for the site. Consideration shall be given to reusing the existing, historical signage on the site and designing any additional signage to complement the existing residential district.

Sec. 2-300. Required findings for conditional use permits.

The City Council shall make each of the following findings before granting a conditional use permit:

- (1) The conditional use will not be detrimental to or endanger the public health, safety, comfort, convenience, or general welfare.
- (2) The conditional use will not be injurious to the use and enjoyment of other property in the vicinity and will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.
- (3) The conditional use will be designed, constructed, operated, and maintained in a manner that is compatible in appearance with the existing or intended character of the surrounding area.
- (4) The conditional use will not impose hazards or disturbing influences on neighboring properties.
- (5) The conditional use will not substantially diminish the value of neighboring properties.

- (6) The site is served adequately by essential public facilities and services, including utilities, access roads, drainage, police and fire protection, and schools or will be served adequately as a result of improvements proposed as part of the conditional use.
- (7) Development and operation of the conditional use will not create excessive additional requirements at public cost for facilities and services and will not be detrimental to the economic welfare of the community.
- (8) Adequate measures have been or will be taken to minimize traffic congestion in the public streets and to provide for adequate on-site circulation of traffic.
- (9) The conditional use will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance to the community.
- (10) The conditional use is consistent with the applicable policies and recommendations of the city's Land Use Plan or other adopted land use studies.
- (11) The conditional use, in all other respects, conforms to the applicable regulations of the district in which it is located.

(Ord. No. 99-20, § 1, 11-23-99)

Sec. 8-50. Location.

Required parking and loading spaces shall be located on the same lot or development site as the use served except under the following provisions:

- (1) Reasonable and improved access shall be provided from the off-site parking facilities to the use being served.
- (2) Off-site parking for multiple-family dwellings shall be located no more than one hundred (100) feet from any normally used entrance of the use being served.
- (3) Off-site parking for non-residential uses shall be located no more than three hundred (300) feet from the main entrance of the principal use being served.
- (4) The site used for off-site parking shall be under the same ownership as the principal use being served or the use of the parking facilities shall be protected by a recorded instrument acceptable to the city.

(Ord. No. 99-20, § 1, 11-23-99)

Sec. 8-220. Shared parking.

The city may approve the use of a required off-street parking area for more than one principal use on the same or an adjacent development site if the following conditions are met:

- (1) *Entertainment uses.* Up to fifty (50) percent of the parking facilities required for a theater, bowling alley, bar, nightclub, or tavern may be supplied by off-street parking facilities provided for primarily daytime uses, as specified below.
- (2) *Nighttime or Sunday Uses.* Up to fifty (50) percent of the off-street parking facilities required for any use specified below as primarily daytime uses may be supplied by the parking facilities provided for the following nighttime or Sunday uses: auditoriums incidental to a public or parochial school, churches, bowling alleys, theaters, bars, nightclubs, or taverns (excluding those with restaurants) or multi-family apartments.
- (3) *School auditorium and church uses.* Up to eighty (80) percent of the parking facilities required by this section for a church or an auditorium incidental to a public or parochial school may be supplied by the parking facilities provided by uses specified below as primarily daytime uses.
- (4) *Daytime uses.* For the purpose of this section the following uses are considered as primarily daytime uses: banks, offices, retail stores, personal service shops, service and repair shops, manufacturing, wholesale, and similar uses.

- (5) The use for which application is being made for joint parking shall be located within three hundred (300) feet of the use providing the parking facilities.
- (6) The applicant shall show that there is no substantial conflict in the principal operating hours of the buildings or uses for which joint parking is proposed.
- (7) A legally binding instrument, executed by the parties concerned, for joint use of off-street parking facilities shall be approved by the City Attorney and filed with the Rice County Recorder's Office within sixty (60) days after approval of the joint parking use.

(Ord. No. 99-20, § 1, 11-23-99)



REQUEST FOR PLANNING COMMISSION ACTION

TO: Planning Commission
THROUGH: Harry Davis, AICP City Planner
FROM: Peter Waldock, AICP Planning and Zoning Coordinator
MEETING DATE: December 18, 2023
SUBJECT: Approve the 2024 Planning Commission Meeting Schedule

Background:

The Planning Commission is asked to approve its meeting schedule for 2024. The Planning Commission enabling ordinance requires monthly meetings at a minimum. The Commission By-Laws call for meetings on the first and third Mondays of each month. Traditionally, the Planning Commission meets on the first and third Mondays of each month and makes adjustments for holidays that fall on those days.

Recommendation:

Approve the 2024 Planning Commission meeting schedule.

Attachments:

1. 2024 PROPOSED MEETING SCHEDULE

FARIBAULT PLANNING COMMISSION 2024 MEETING SCHEDULE

January 2, 2024 (Tuesday)

January 16, 2024 (Tuesday)

February 5, 2024

February 20, 2024 (Tuesday)

March 4, 2024

March 18, 2024

April 1, 2024

April 15, 2024

May 6, 2024

May 20, 2024

June 3, 2024

June 17, 2024

July 1, 2024

July 15, 2024

August 5, 2024

August 19, 2024

September 3, 2024 (Tuesday)

September 16, 2024

October 7, 2024

October 21, 2024

November 4, 2024

November 18, 2024

December 2, 2024

December 16, 2024

Unless noted otherwise above, the Planning Commission meets the 1st & 3rd Mondays of the month at 6:00 pm at City Hall.