



City of Mora
Kanabec County, Minnesota
Meeting Agenda
Planning Commission

Mora City Hall
101 Lake Street S
Mora, MN 55051

Monday, April 13, 2020

5:30 PM

Mora City Hall

City of Mora Code of Ordinances, Chapter 32: The role of the Planning Commission is to serve the City Council in an advisory capacity on matters relating to citizen requests for action, zoning changes and review, Comprehensive Plan reviews, capital improvement reviews, and other actions as deemed necessary to carry out the functions of a pro-active Planning Commission.

1. Call to Order

2. Roll Call: Chad Gramentz, Mike Johnson, Karen Onan-Wakefield, Todd Sjoberg, and Sara Treiber.

3. Adopt Agenda (*No item of business shall be considered unless it appears on the agenda for the meeting. Board members may add items to the agenda prior to adoption of the agenda.*)

4. Approval of Minutes from the March 9, 2020 Meeting

5. Public Hearings

None

6. New Business

- a. Central Minnesota Housing Partnership (CMHP) Proposal. CMHP has a purchase agreement for land generally located west of Highway 65 and south of 9th Avenue with the intention of constructing a 32-unit apartment complex for low and moderate income households. CMHP is requesting various forms of assistance from the City and Utility, and is seeking preliminary support for the required open space dedication (aka park dedication).

7. Old Business

- a. Comprehensive Plan. The Planning Commission will receive a verbal report regarding the update of the 2009 Comprehensive Plan.
- b. Floodplain Management Ordinance. The Planning Commission will receive a verbal report regarding the update of City Code Chapter 152: Floodplain Management.

8. Reports (*Commissioners and staff will be given the opportunity to share information.*)

9. Adjournment

The next regular meeting is scheduled for Monday, May 11, 2020 at 5:30 PM.

Due to the COVID-19 pandemic, some or all of the Planning Commission members and other meeting participants may be attending electronically.

The public may attend the meeting by phone with the following number: 1-408-418-9388 (call from a cell phone to avoid charges). Access code: 629 122 188#

City of Mora, MN
PLANNING COMMISSION
Meeting Minutes

March 9, 2020

Present: Chad Gramentz, Mike Johnson, Karen Onan-Wakefield, Todd Sjoberg, and Sara Treiber
Absent: None
Staff Present: Community Development Director Beth Thorp
Others Present: Loren Brabec, Angie Johnson, Kris McNally, Gene Anderson, Ryan Anderson, Lenny Bong, and Dan Cook

1. Call to Order. The meeting was called to order at 5:30 pm by Sjoberg.
2. Roll Call. All board members were present.
3. Adopt Agenda. Motion by Onan-Wakefield, second by Gramentz to adopt the March 9, 2020 agenda as presented. All voted and the agenda was unanimously adopted.
4. Approval of Minutes. Motion by Gramentz, second by Onan-Wakefield to approve the February 10, 2020 meeting minutes as presented. All voted and the meeting minutes were unanimously approved.
5. Public Hearings.
 - a. Public hearing to consider the rezoning of 212 Forest Avenue W., 230 Forest Avenue W., and 118 Wood Street S. from B-1 Central Business District to R-3 Multiple Dwelling District as requested by the property owners. Thorp read from the public hearing notice and described the request, stating that the property owners would like their properties rezoned from commercial to residential. Thorp explained that all three properties have been developed with single family homes making them legal non-conforming uses in a commercial district; and, stated that the proposed rezoning would bring the structures into compliance with the zoning code, the 2009 Comprehensive Plan, and the adjacent residential district. Thorp reviewed the impact of the non-conforming status on a property owner's ability to make improvements to the structure / property. Thorp stated that staff recommends approval of the request and provided the commission with a resolution for consideration. Sjoberg opened the public hearing at 5:34 pm. Ryan Anderson, 212 Forest Avenue W., was present and shared with the commission that he'd like to make improvements to a garage and is unable to do so as currently zoned. Anderson also shared that his neighbors / co-applicants have also expressed interest in making improvements that would not be allowed as currently zoned. Dan Cook, 331 Forest Avenue W., asked what the applicants intend to do with their properties, suggesting that multi-family units are needed in the community. Anderson stated that he intends to keep his structure as a single family home. Thorp explained that if the properties are rezoned to R-3 Multiple Dwelling District the property owners would have the ability to create additional units, if desired, but they would need to be created in conformance with the Building Code. Cook then asked if the existing structures could be demolished and new multi-family structures constructed. Thorp stated that that could be possible, if done in compliance with applicable codes. With no further comments from the audience, Sjoberg closed the public hearing at 5:36 pm. Motion by Johnson, second by Treiber to adopt Resolution No. PC2020-0301, a resolution recommending approval of the rezoning of 212 Forest Avenue W., 230 Forest Avenue W., and 118 Wood Street S. from B-1 Central Business

District to R-3 Multiple Dwelling District, as presented. Sjoberg inquired about the history of the configuration of the B-1 District, asking why the B-1 District encompasses the subject properties. Thorp stated that she researched past City Council meeting minutes in order to determine when and why the properties were zoned commercial and was unable to find any information. Thorp added that her recommendation of approval is based on current circumstances. All present voted aye. Motion carried.

6. Open Forum.

- a. Kris McNally, Kanabec County Coordinator, was present to discuss the zoning of property located at 330 Forest Avenue E. McNally explained that the property was originally purchased by the county when the current jail facility was constructed, and the subject site is a remnant piece from that project that the county is now trying to sell. The site includes a single family house that the county has had difficulty trying to sell as a commercial property. McNally stated that Kanabec County is requesting to begin discussions with the Planning Commission about the potential rezoning of that section of Forest Avenue E. to a residential district, stating that the county would like to sell the structure as a single family residence and get it back on the tax rolls. McNally then read a statement from Chuck & Cathy Cole, 312 Forest Avenue E., explaining that they also own a legal non-conforming residential structure and expressing a desire for their property to be rezoned to a residential district in order to make improvements. Thorp stated that she was aware of McNally's intent to speak to the commission and prepared an analysis of current uses in the B-1 District, identifying uses as being commercial, residential, or churches / parking / institutional. Thorp explained that the county-owned and Cole properties cannot be rezoned independently as this would be considered spot zoning, which is prohibited by Minnesota statute, and any rezoning would need to encompass a larger area. Thorp cautioned that rezoning a larger area may assist certain property owners but it would create new non-conforming uses. Gramentz asked if churches are conforming uses in a commercial district. Thorp stated that churches are allowed as conditional uses in both commercial and residential districts. Thorp spoke about the history of Forest Avenue being zoned commercial as explained to her by former Building Official Randy Nummela, sharing that it was done as part of a strategic effort to join the downtown and highway commercial districts. Thorp added that it may take several years for non-conforming properties to be brought back into compliance, and the city is starting to see some legal non-conforming residential structures change over to conforming commercial uses. Onan-Wakefield asked for clarification on the zoning of the county-owned property at 330 Forest Avenue E. Thorp explained that the property is zoned commercial and the former residential structure which has been vacant for more than one year must now be used for commercial purposes in compliance with the B-1 District regulations. Sjoberg inquired about the county's interest in using the property. McNally stated that it is unlikely that the county will ever use the property as it would be costly to make the structure ADA compliant. Sjoberg inquired if the property could be combined with the larger county-owned parcel immediately north (jail site). Gramentz and Thorp explained that it was part of the larger parcel and the county recently received Minor Subdivision approval from the City Council to split it off for the purpose of selling excess land. Gene Anderson, Kanabec County Commissioner, stated that the jail is not yet constructed to maximum capacity so it is unlikely that additional land would be required for the jail. Sjoberg suggested that staff look at any potential remedies, commenting that he doesn't believe the options will be favorable toward the county and reminding the audience that the city must work within the scope of zoning law. Gramentz suggested that staff review the zoning code in order to determine if minor changes can be made to the B-1 District regulations to assist the county if a rezoning is not possible. Thorp stated that the zoning code does currently

allow single family residences as a conditional use in the B-1 District, if the properties are adjacent to a residential district. Thorp cited cases of existing conditional use permits allowing single family and multi-family structures in the B-1 District, but added that the county-owned property is not adjacent to a residential district and would not have the option of requesting a conditional use permit allowing a single family residence. Johnson commented that the non-conforming houses seem to be structurally sound and that the city is in need of housing, and encouraged staff to look at options for maintaining the residential uses. Onan-Wakefield suggested that the residential structure may be of use to Welia for lodging of medical professionals. The group discussed that this would be considered a residential use and would be prohibited. The consensus of the commission was to have staff look at all potential remedies for future consideration.

7. New Business.

- a. Thorp presented a development proposal on behalf of property owner Donald Servin, explaining that Servin has a 40-acre parcel located west of the southern intersection of Highways 65 and 23 which is currently zoned B-2 General Business District. Servin is asking if the commission would support a rezoning to R-1 Single Family Residential District. Thorp reminded the commission that Servin made a similar request in 2016 asking if the commission would support a rezoning to I-1 Limited Industrial District, and the consensus of the commission at that time was that to maintain the commercial zoning classification. Thorp shared that her recommendation would be to again maintain the commercial zoning classification given the proximity of the parcel to the intersection of Highways 65 and 23 and the Comprehensive Plan guides this land as Commercial. Sjoberg stated that he believes the land should be zoned B-2 General Business District, explaining that, as Mora grows, additional commercial land will be needed and this is the area identified for future commercial growth. Johnson stated that he believes there are other areas available for residential development, and Treiber agreed adding that residential development would not be ideal on Highway 23. Gramentz suggested that he may support a rezoning for the southern half of the parcel, maintaining the north half as commercial. The commission discussed surrounding uses. Gramentz inquired if, through the process of updating the 2009 Comprehensive Plan, the city could evaluate the amount of developed land and vacant land within the same land use designations and estimate when land will be developed. Thorp stated that an evaluation of developed and vacant land will be possible, but preparing a time estimate for development is not. The group discussed other areas of the city where residential land is available for development. Treiber concurred with Gramentz stating that she may be willing to consider rezoning the south half to residential but not the north half. The consensus of the group was to maintain the commercial zoning classification and to reconsider the proposed rezoning, if requested, after evaluating developed and vacant land during the Comprehensive Plan update process.

8. Old Business.

- a. Comprehensive Plan. Thorp provided the commission with a general work plan for 2020 prepared by consultant Hometown Planning and provided an update on current activity. Thorp stated that staff is currently arranging a meeting with Hometown Planning to take place in late March (work plan item #2), and staff will be organizing a series of three meetings with the Comprehensive Plan Committee in April and May (work plan item #3).
- b. Floodplain Management Ordinance. Thorp provided commission members with the draft Flood Prone Map that was reviewed at the February meeting and explained that the draft ordinance included in the meeting packet is a clean final draft showing all proposed changes to date from the commission and DNR. Johnson stated that he's pleased with the map and

he thanked the county for their assistance in the map preparation. Johnson suggested that any land designated as flood prone or wetland outside of the city boundary be removed as this could cause issues for the property owners and the township that the property is located within. The other commission members agreed. Johnson then expressed concern that the “Flooded Parcels 2016” and “Flooded Parcels 2018” categories are illustrated to include the entire parcel when perhaps the flooding affected only portions of the parcel, stating that this may prompt a mortgage company to require flood insurance without regard to the area of the property prone to flooding. Johnson suggested adding a disclaimer to the legend explaining that the entire parcel or a portion thereof may be flood prone. The group discussed Oslin Lumber as being an example of this scenario; however, Gene Anderson shared that there was more flooding to that particular property than what was known to the commission. Gramentz inquired if the parcels identified as “Flooded Parcels 2016” and “Flooded Parcels 2018” are intended to be designated as Flood Prone. Thorp confirmed that they are intended to be designated as Flood Prone, because the city has documentation of flooding and that was the direction provided by the commission. Gramentz suggested that those two categories could be integrated into the “Flood Prone Areas” designation (all being shown the same way on the map). Thorp encouraged the differentiation in order to better understand the circumstances associated with each flooding occurrence. Motion by Johnson, second by Gramentz to forward the draft Floodplain Management Ordinance text as presented and Flood Prone Map as amended (eliminating any flood prone designations beyond the city boundary and adding a disclaimer to the legend – under “Flooded Parcels 2016” and “Flooded Parcels 2018” – explaining that the entire parcel or a portion thereof may be flood prone) to the City Council for consideration. All present voted aye. Motion carried.

9. Reports.

- Thorp stated that the city has received five building permit applications for new single family homes so far this year, with all five being located in Fox Run. Thorp explained that the two most recent applications came from Fedder Homes and these are their last two vacant lots. Jake Fedder owns the balance of unplatted land in Fox Run and will likely be seeking final plat approval within the coming year. Staff is attempting to schedule a meeting with Fedder to discuss the development of a park on city-owned land situated immediately adjacent to Fedder’s unplatted land. Thorp shared that there may be opportunity for the city and Fedder to work together on the park. Commission members commented on the need for a park in this area of the city.
- Onan-Wakefield asked if there has been any recent activity or interest in the commercial property located immediately north of Little Ranches Road and west of Highway 65. Thorp stated that there have been no recent inquiries about the land and suspects that there will be challenges with the uncontrolled intersection of Highway 65 and Little Ranches Road.

10. Adjournment. Motion by Treiber, second by Onan-Wakefield to adjourn. All voted and the meeting was unanimously adjourned at 6:17 pm.

Todd Sjoberg
Chair

ATTEST: _____
Beth Thorp
Community Development Director



MEMORANDUM

TO: Planning Commission
 FROM: Beth Thorp, Community Development Director
 SUBJECT: Central Minnesota Housing Partnership Proposal
 MEETING DATE: April 13, 2020

SUMMARY

Central Minnesota Housing Partnership (CMHP) has a purchase agreement for land generally located west of Highway 65 and south of 9th Avenue with the intention of constructing a 32-unit apartment complex for low and moderate income households. CMHP is requesting various forms of assistance from the city and utility, and is seeking preliminary support from the Planning Commission for accepting the proposed playground in lieu of the required open space dedication (aka park dedication).

BACKGROUND

CMHP has a purchase agreement with Andrew Kelling for a vacant 14-acre parcel. CMHP, which also owns the adjacent Northcrest Townhomes, desires to develop the site with a 32-unit apartment complex – known as Vasa Crossing – and will be submitting an application to Minnesota Housing for Low Income Housing Tax Credits in order to do so. The proposed project will provide much needed affordable housing for the community.

The Minnesota Housing application is extremely competitive and local leverage can help applications score higher. CMHP plans to meet with the Public Utilities Commission on April 20th to discuss reduction of WAC + SAC fees and the City Council on April 21st to discuss support for Tax Increment Financing. CMHP is also asking the city to consider the required dedication of open space. Because the parcel is located in the Shoreland Management District and given the number of units proposed, development will require approval of a Conditional Use Permit for Planned Unit Development (PUD). As a residential PUD the city will require a minimum of 5% of the gross area to be dedicated for public recreation space or other public use. In this case 5% equates to 30,492 square feet or .7 acre.

While CMHP is proposing the inclusion of a playground for Vasa Crossing, which will also be accessible to tenants of CMHP's Northcrest Townhomes, the playground area is not intended to be dedicated to the public and the site plan does not show any other areas intended to be dedicated as public open space. CMHP is requesting that the city accept the proposed playground in lieu of open space dedication.

City Code Section 153.096 (B) (2) provides the following to aid in the Commission's discussion:
In all new residential subdivisions, including planned unit development and mobile home parks, a minimum of five percent (5%) of the gross area subdivided shall be dedicated for public recreation space or other public use. The dedicated percent of the gross area subdivided shall be in addition to property dedicated for streets, alleys, easement, or other public ways. No areas may be dedicated for public use until such areas have been approved by the governing body as suitable and necessary for the public health, safety, convenience, and general welfare. When the subdivision is too small for practical

dedication of public land or if no land in the subdivision is suitable or required for such use, the subdivider may be required to pay a fee as specified in a published fee schedule established by resolution of the governing body. Such money as may be collected shall be used for park land acquisition and park development.

Staff would like to add that this property, being almost entirely in the Shoreland Management District and subject to stricter development requirements, will likely not be developed any more intensely than what CMHP is currently proposing.

CMHP is seeking preliminary support at this time, not formal approval. Any support offered by the Planning Commission would be non-binding and the issue of open space dedication will be revisited at time of PUD review.

It should be noted that the subject site is currently zoned R-1 Single Family Residential District and guided by the 2009 Comprehensive Plan Land Use Map as Low Density Residential. The proposed project will require that the property be rezoned to R-3 Multiple Dwelling District and the Land Use Map be amended. The commission is not being asked to discuss this now, but, in addition to the PUD, CMHP will be required to apply for the rezoning and Comprehensive Plan Land Use Map amendment if funding is received.

HISTORICAL BACKGROUND

The Planning Commission considered a similar proposal from CMHP in May 2019. The 2019 proposal was for a 32-unit townhome development with a playground in lieu of open space dedication. The commission ultimately offered support for the proposed playground in lieu of open space dedication, but included language in Resolution No. PC2019-501 recommending that CMHP negotiate with Vasaloppet USA to provide a long-term agreement to cross the subject site during organized races. The commission also factored 9th Street trail improvements and corresponding assessment as being a consideration of the commission's support.

The 2020 proposed playground appears to be the same size as the 2019 proposed playground (approximately 2,088 square feet) and is intended to serve the same number of units. And, as the attached letter indicates, CMHP is willing to work with Vasaloppet USA.

The attached Resolution No. PC2020-401 is based on the support offered by the Planning Commission in 2019.

OPTIONS & IMPACTS

1. Offer preliminary support for accepting the proposed playground in lieu of open space dedication as proposed by CMHP by adopting Resolution No. PC2020-401. The adoption of this resolution does not bind the Planning Commission or City Council to accept this exact playground layout or preclude future consideration of open space dedication at the time of PUD review, but offers the Planning Commission's support for the project and may help CMHP secure financing.
2. Do not offer preliminary support for accepting the proposed playground in lieu of open space dedication as proposed by CMHP. This may make the project less competitive in terms of financing through Minnesota Housing.

ACTION REQUESTED

Motion to adopt Resolution No. PC2020-401 offering preliminary support for accepting the proposed playground in lieu of open space dedication as proposed by CMHP.

ATTACHMENTS

CMHP correspondence dated April 2, 2020
Vasa Crossing site plan
Proposed playground images and layout
Resolution of support

April 2, 2020

City of Mora
Attn: Lindy Crawford
101 Lake Street South
Mora, MN 55051-1588

RE: Vasa Crossing Apartments
Low Income Housing Tax Credit Project
9th Street North, Mora, MN
Request for City Support

Dear Ms. Crawford:

Central Minnesota Housing Partnership, Inc. would like to resubmit our application for Vasa Crossing in Mora to Minnesota Housing. We will be preparing an application for Low Income Housing Tax Credits to acquire land and construct a 32-unit apartment complex adjacent to CMHP's Northcrest Townhomes. The apartment will be an L shaped, two story building with attached garages. This new construction project will provide much needed affordable housing to low and moderate income households in Mora and the surrounding areas. The application will be submitted to Minnesota Housing for funding consideration in June / July with announcements made in late early December. Minnesota Housing uses a scoring worksheet to determine which projects are selected for funding. This is a very competitive application process across the state. One area a project can score points in is local leverage and contributions. Because of this, we would like to formally request the following items from the city of Mora:

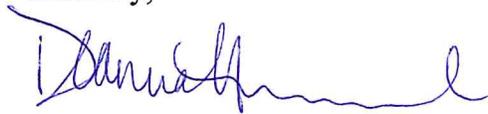
1. Provide a Threshold Letter and Resolution showing need and city support for the project.
2. Approval of Tax Increment Financing for an affordable housing district contingent upon approval of funding.
3. Reduction of SAC/WAC fees from 80% to 50% because this is a low income project and all local support (including waived fees) assists with scoring points.
4. Review of proposed playground on property to meet Park Dedication Fee requirements. This playground can be utilized by tenants at the new property as well as tenants at Northcrest Townhomes.

Central Minnesota Housing Partnership has been communicating and working with a number of local entities. The Kanabec County Economic Development Director, Heidi Steinmetz, was instrumental in showing us the need, making a connection with the land owner and arranging a meeting with a member from the Vasaloppet group. The Vasaloppet contact, Terry and I have been working on an agreement to continue utilizing this land for the Vasaloppet races in February. We have also discussed the project with the Rose Dunn with the Mora HRA again this year. They will be reviewing Support of the project again by providing four Section 8 Housing

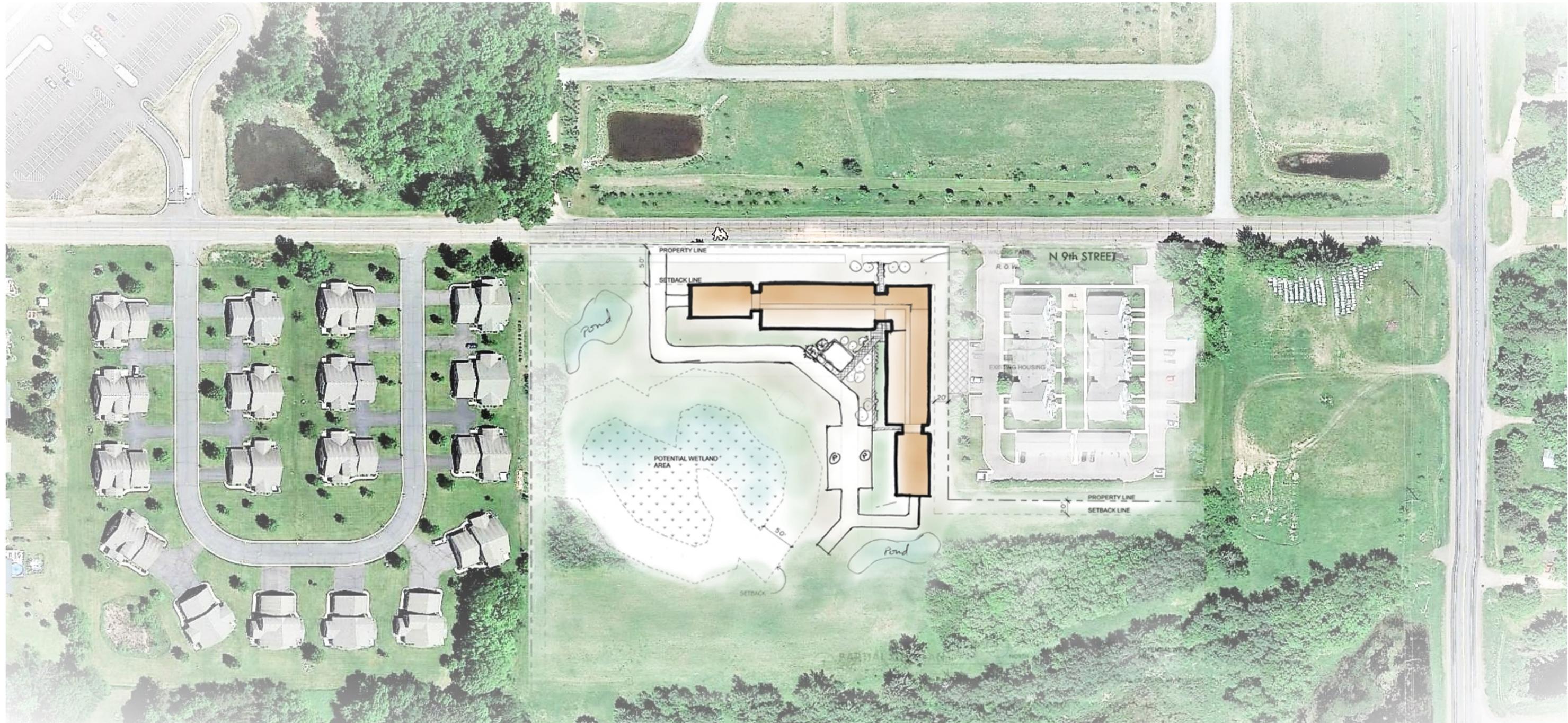
Choice Vouchers to this project. The HRA board has considered family housing a need within their community.

We appreciate the previous support of the city and any continued support the city may be able to provide. We look forward to working with city staff and officials to make this much needed project a reality. If you have any questions please do not hesitate to contact me at (320) 258-0671 or deanna@cmhp.net.

Sincerely,

A handwritten signature in blue ink, appearing to read "Deanna Hemmesch", with a long horizontal flourish extending to the right.

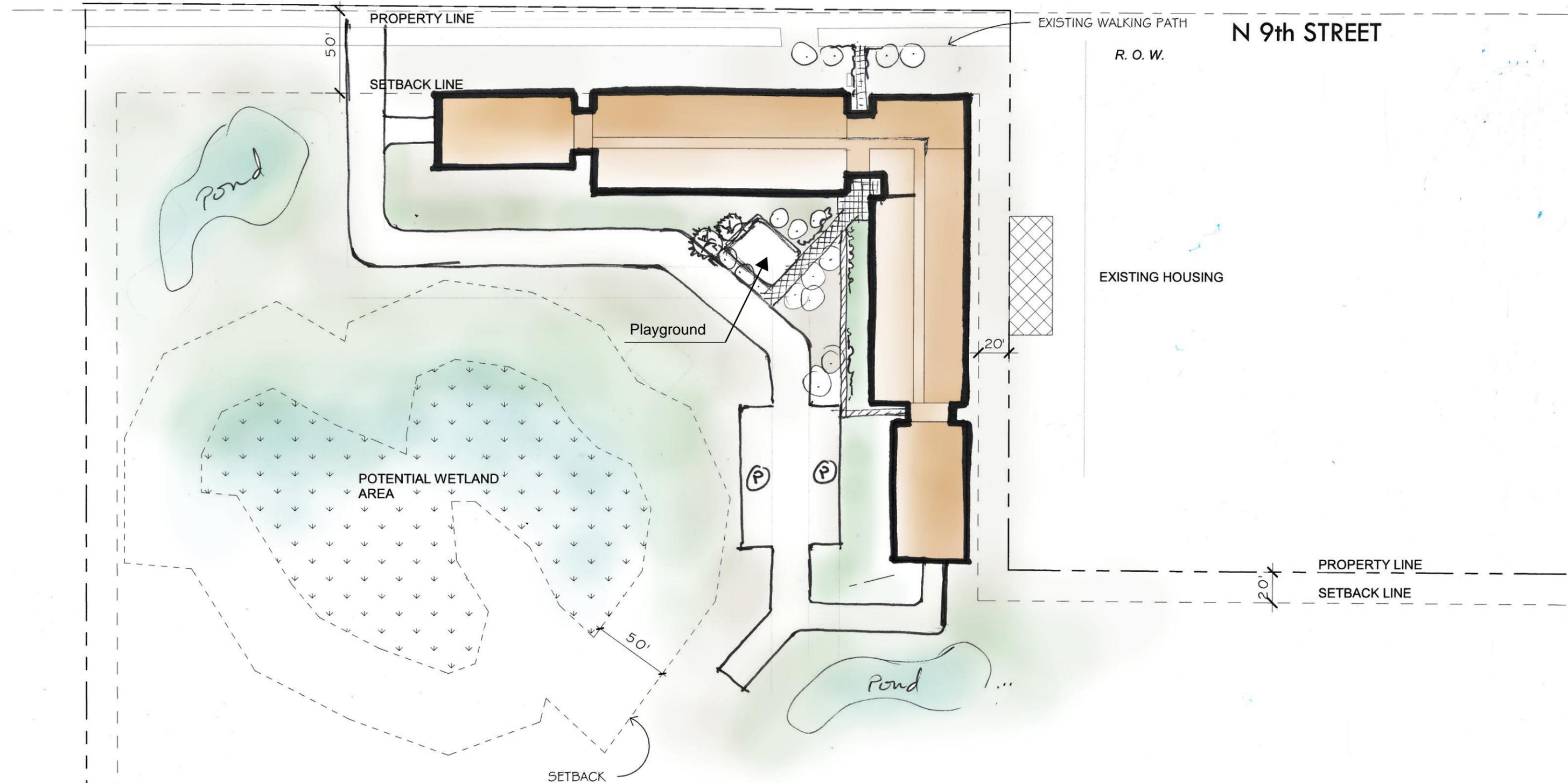
Deanna Hemmesch
Executive Director
Central Minnesota Housing Partnership, Inc.



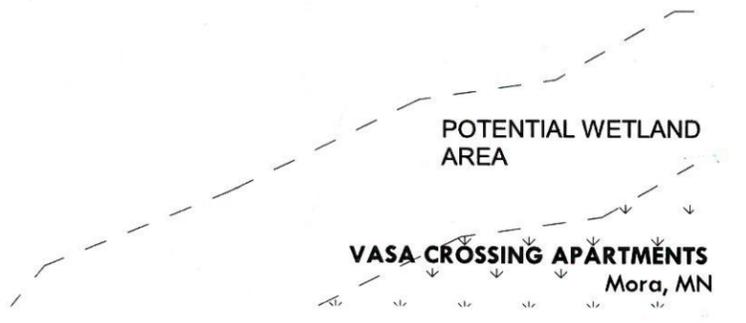
1

Overall SITE PLAN





1 PARTIAL SITE PLAN
 1/64" = 1'-0"





1

Street Elevation









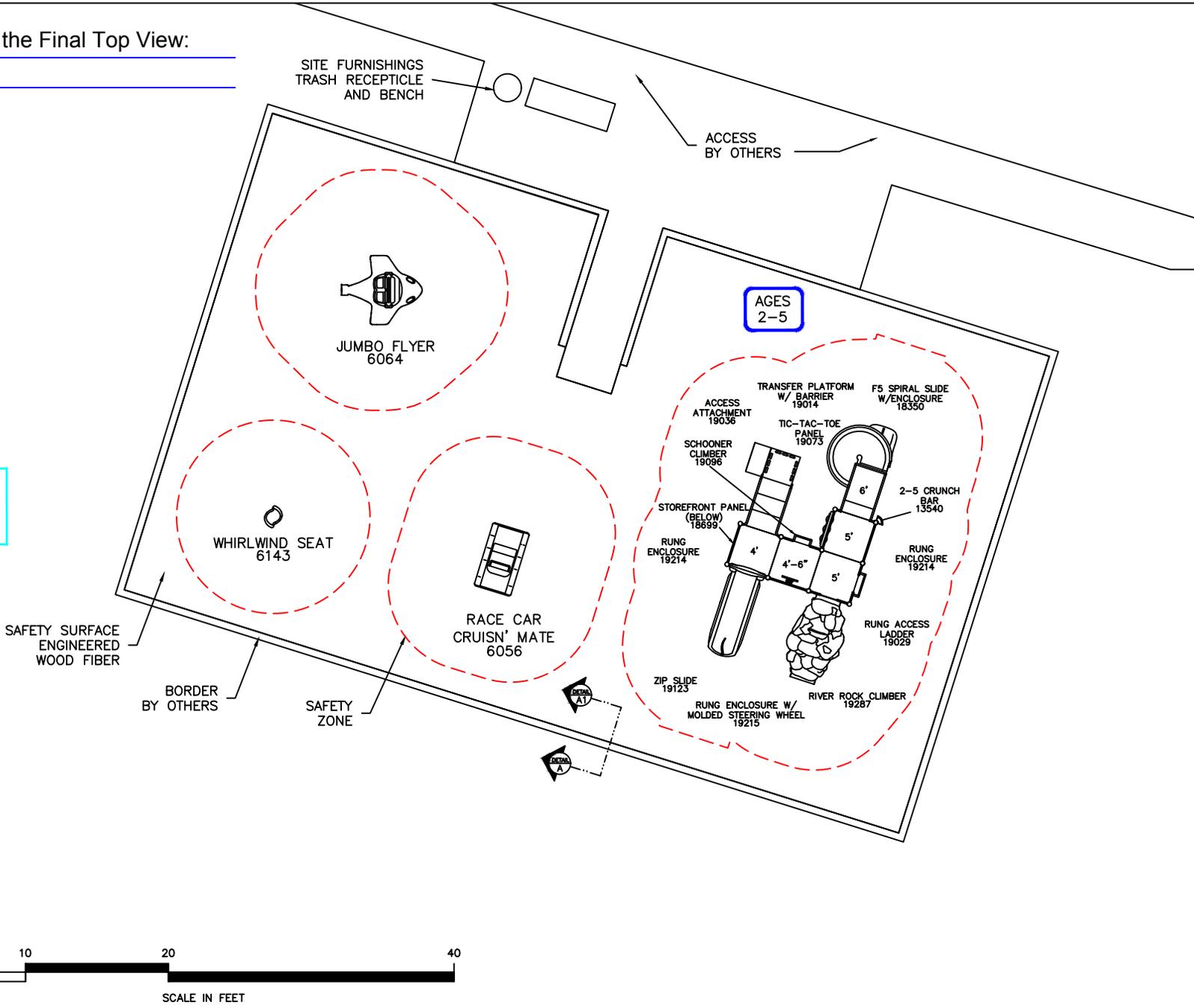




Please Initial & Sign the Final Top View:

While it is our intention to install your playground in a safe and timely manner, our success relies on your preparedness. Site preparation and grading to be performed by others and prior to installation. Slope within the play area(s) shall not exceed 1% to ensure a successful installation and a compliant playground. Failure to prepare site(s) to these expectations may result in additional charges if installer is required to re-mobilize. Please contact MN WI Playground if you have any questions.

OWNER TO DETERMINE AND COMMUNICATE EXACT PLACEMENT OF SITE FURNISHINGS PRIOR TO IN-GROUND INSTALLATION.



VERIFY LOCATION AND ORIENTATION



SCALE: 1" = 10'-0"

THIS PRINT IS THE PROPERTY OF MINNESOTA WISCONSIN PLAYGROUND INC. AND IS NOT TO BE USED, COPIED OR REPRODUCED WITHOUT THEIR EXPRESSED WRITTEN PERMISSION.



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THIS PLAN REQUIRES A FINISHED GRADE RESOLUTION

Project One - The Mill Townhomes
 Staples, Minnesota

1-28-20

DWG. D9662T2

RESOLUTION NO. PC2020-401

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF MORA, MINNESOTA,
OFFERING SUPPORT TO CENTRAL MINNESOTA HOUSING PARTNERSHIP**

WHEREAS, Central Minnesota Housing Partnership (CMHP) has a purchase agreement for a 14-acre parcel generally located west of Highway 65 and south of 9th Street with the intention of constructing a 32-unit apartment complex known as Vasa Crossing; and

WHEREAS, the subject site is located within the Shoreland Management District and requires that the proposed development be approved as Planned Unit Development (PUD); and

WHEREAS, City Code requires that 5% of the gross area of residential PUDs be dedicated as public open space and CMHP has requested that the city accept a non-public playground in lieu of open space dedication; and

WHEREAS, the Planning Commission considered the request at its April 13, 2020 meeting.

NOW THEREFORE, BE IT RESOLVED BY THE PLANNING COMMISSION OF THE CITY OF MORA, MINNESOTA, AS FOLLOWS:

1. That the Planning Commission offers its preliminary support for accepting the proposed non-public playground in lieu of open space dedication. Adoption of this resolution does not bind the Planning Commission or City Council to accept the exact playground layout presented at the April 13, 2020 meeting or preclude future consideration of open space dedication at the time of PUD review.
2. That CMHP shall negotiate with Vasaloppet USA to provide a long-term agreement to cross the subject site during organized races.
3. That the 2017 9th Street Improvement Project, including the installation of a paved multi-use trail and corresponding costs assessed to the subject site have been factored into the Planning Commission's support.

Adopted by the Planning Commission of the City of Mora, Minnesota,
this 13th day of April, 2020.

Todd Sjoberg _____
 Mike Johnson _____
 Karen Onan-Wakefield _____

Chad Gramentz _____
 Sara Treiber _____

 Todd Sjoberg
 Chair

ATTEST:

 Beth Thorp
 Community Development Director