



City of Sartell 2018 Annual Report

Community Development Building Inspections



We are pleased to provide this report to you about the activities of the Sartell Community Development Department and Building Inspections during 2018. You will find information about the variety of accomplishments, projects and ongoing efforts of staff in the areas of community planning, construction permitting, inspections, and code compliance.

The Community Development and Building Inspections promote a safe, dynamic, and vibrant community, and enhances the living, working, and recreation choices for community residents, businesses and visitors.

Community Development Staff

Community Development Dir. /Assistant City Administrator – Anita Archambeau
City Planner/Community Development Technician – Nate Keller

Building Inspections Staff

Building Official – Kyle Christensen (Resigned September 2018)
Building Official/Building Inspector - Jeff Nelson
Building Inspector - Mark Finn
Fire Marshal/Code Official – Butch Rieland
Permit Tech - Jill Hollenkamp

Planning Commission Members

Nathan Crowe (Chair)
Jeff Phillipich
Tim Elness
Abby Legatt
Gary Orman
Janagen Ramanathan, Student Liaison

2018:

- ❑ The Planning Commission held a total of 6 regular meetings and one special meeting.
- ❑ The City Council held seven public hearings for planning and zoning related actions.

2017:

- ❑ The Planning Commission held a total of 11 regular meetings and three special meetings.
- ❑ The City Council held 18 public hearings for planning and zoning related actions.

2016:

- ❑ The Planning Commission held a total of 10 regular meetings and one special meeting.
- ❑ The City Council held 23 public hearings for planning and zoning related actions.

2015:

- ❑ The Planning Commission held a total of 10 regular meetings and two special meeting.
- ❑ The City Council held 14 public hearings for planning and zoning related actions.

2014:

- ❑ The Planning Commission held a total of 12 regular meetings and 3special meetings.
- ❑ The City Council held 12 public hearings for planning and zoning related actions.

Vacations

In 2018, the City Council granted 3 utility easement vacations.

- | | | | |
|-----------------------------|----------------------------|----------|---------------------|
| 1. Sandstone Village Plat 2 | Utility/Drainage Easements | Approved | (Lot Consolidation) |
| 2. Sandstone Village Plat 3 | Utility/Drainage Easements | Approved | (Lot Consolidation) |
| 3. Motorworks | Utility and Drainage | Approved | (Lot Consolidation) |

In 2017, the City Council granted 4 utility easement vacations.

In 2016, the City Council granted 3 utility, ROW easement vacations.

In 2015, the City Council granted 2 utility easement vacations.

In 2014, the City Council granted 2 utility easement vacations.

Variations

In 2018, there were no requests for a variance.

2017 The City received 2 request for a variance for reduced setbacks.

2016 The City received 1 request for a variance.

2015 The City processed no requests for variances.

2014 The City approved three requests for variances. They were to encroach into the wetland setback, accessory structure in the side yard and sideyard setbacks.

Conditional Use Permits

In 2018, the City reviewed conditional use permit (CUP) requests:

1. Telecommunications Tower Approved

2017 In 2017, the City reviewed 2 conditional use permit (CUP) requests to allow for swimming pools within two separate apartment projects. Both were approved.

2016 In 2016, the City reviewed three conditional use permit requests to allow for the Pinecone Regional Parking lot, Winners Patio and Savanna Oaks Solar Garden

2015 In 2015, the City reviewed three conditional use permit (CUP) requests to allow for a car wash, used car sales, and a solar garden. All were approved.

2014 In 2014, the City reviewed two conditional use permit (CUP) requests to allow for fences within a floodway. Both were approved.

Interim Use Permits

In 2018, there was 1 IUP request submitted to the City.

1. Riverboat Depot Approved (and amended)

2017 There were no IUP requests submitted to the City.

2016 There were 3 IUP requests approved by the City.

2015 There were no IUP requests submitted to the City

2014 There were no IUP requests submitted to the City.

Special Event Permits

Along with the police department, the Planning Department processed 13 special event permits in 2018.

- 5k color run – Celebration Lutheran Church
- Bernick’s Hairball Concert
- Pot O’ Gold 5k – YMCA
- Apple Duathlon
- Dezurik 5k
- St. Francis 5k
- Blueline Benefit fundraiser
- J.Maiers appreciation celebration
- Rock n Block
- Arc Midstate 5k
- Coborns (Riverside) Anniversary celebration
- Sartell Youth Hockey Fundraiser
- Jingle Bell 5k

Sign Permits

In 2018, the planning department handled 27 total sign permit applications including 19 permanent signs, 3 temporary, and 5 community event signs (5K races, Summerfest, festivals).

2017

The planning department handled 33 total sign permit applications including 18 permanent signs, 11 temporary community event signs (5K races, Summerfest, festivals) and 4 temporary on premise signs.

2016

The planning department handled 41 total sign permit applications including 24 permanent signs, 9 temporary community event signs (5K races, Summerfest, festivals) and 8 temporary on premise signs.

2015

The planning department handled 43 sign permit applications for 22 permanent signs, 12 temporary community event signs (5K races, Summerfest, festivals) and 7 temporary on premise signs.

2014

The planning department processed 34 sign permit applications for 16 permanent signs, 9 temporary community event signs, 0 temporary new development sign, and 9 temporary on premise signs (commercial districts).

Rezoning/Zoning Establishments

In 2018, the City processed the following rezoning requests:

1. 600 1st Ave NE R3 to B2 - Approved

2017

The City processed 2 requests for rezoning/zoning establishments (JK Secure Storage and Heritage 70).

2016

The City processed 4 requests for rezoning/zoning establishments (Sandstone 2 and 3, Blackberry Ridge West and Ferche SW 35).

2015

The City processed 4 requests for rezoning/zoning establishments (Providence and Arbor Trails Developments, 331 4th Ave S and the Yarmon/Diverse/Katterhagen Properties).

2014

The City processed no request for rezoning/zoning establishments

Land Use Amendments

In 2018, the City processed the following Land Use Amendments:

1. 600 1st Ave NE Medium Density to General Business - Approved

2017 The City did not process any Land Use Amendments:

2016 The City did not process any requests for Land Use Amendments.

2015 The City processed one requests for a Land Use Amendments (Yarmon/Diverse/Katterhagen Properties).

2014 The City did not process any requests for Land Use Amendments.

Preliminary Plats

In 2018, the City did not process any Preliminary Plats.

Total Apartment Lots -	0
Total Townhome/Medium Density -	0
Total Commercial Lots –	0
Total School -	0
Total Industrial -	0
Total Single Family -	0

2017 Preliminary Platted -

Over the course of 2017, the City processed 5 preliminary plat requests

Total Apartment Lots -	0
Total Townhome/Medium Density -	7
Total Commercial Lots –	0
Total School -	1
Total Industrial -	2
Total Single Family -	32

2016 Preliminary Platted -

Over the course of 2016, the City processed 6 preliminary plat requests.

Total Apartment Lots -	3
Total Commercial Lots –	4
Total Single Family -	40

2015 Preliminary Platted –

Over the course of 2015, the City processed two requests for Preliminary Plats.

Total Apartment Lots -	0
Total Commercial Lots –	0
Total Single Family -	143

2014 Preliminary Platted –

The City did not process any requests for Preliminary Plat.

Final Plats

In 2018, the City Council rendered an action on the following Final Plats:

<i>PLAT</i>	<i>Lots</i>	<i>Zone</i>	<i>ACTION</i>
Lakeview Estates	1	R1	Approved

TOTAL	Final Plat
Total Single Family Residential Lots –	1 lot
Total Twin/Townhome Lot -	0 lot
Total Apartment Lots -	0 lots
Total Commercial Lots -	0 lot
Total School Lots -	0 lot
Total Industrial Lots -	0 lots

2017 Final Plats

Total Single Family Residential Lots –	65 lots (Knottingham Village 2 - minus 2 lots)
Total Twin/Townhome Lot -	0 lot
Total Apartment Lots -	2 lots
Total Commercial Lots -	1 lot
Total School Lots -	1 lot

2016 Final Plats

Total Single Family Residential Lots –	87 lots
Total Twin/Townhome Lot -	22 lot
Total Apartment Lots -	2 lot
Total Commercial Lots -	0 lot
Total Solar Garden/SF Lot -	1 lot

2015 Final Plats

Total Single Family Residential Lots –	54 lots
Total Twin/Townhome Lot -	0 lot
Total Apartment Lots -	1 lot
Total Commercial Lots -	1 lot

Site Plans

In 2018, staff approved the following Administrative Site Plans:

<i>Site Plan</i>	<i>Type/Square Footage</i>
Grandview Crossing	MF - 14 Unit
Heritage Village 3	61 Units

Total Square Footage of Commercial/Office – 0

Total Square Footage/Units Residential – 75 Units (14 unit on hold indefinitely)

2017

<i>Site Plan</i>	<i>Type/Square Footage</i>
Nystrom & Associates/office complex	20,244sf (two story building)
Sartell-St. Stephen High School	290,000 sf
Heritage Village Two Apts	130 units (two apt. complexes plus leasing office)
Northview Apts	70 units (two apt. complexes)
Savanna Solar Garden	3MW Solar Garden
JK Secure Storage	11 total storage buildings conducted in 3 phases –
Total Square Footage of Commercial/Office –	310,244 SF
Total Square Footage/Units Residential –	200 Units

2016 Site Plans:

<i>Site Plan</i>	<i>Square Footage</i>
Greystone	22 Units

JK Secure Storage	NA
Pinecone Marketplace	15,480
Community Center	
Total Square Footage of Commercial/Office –	15,480 SF
Total Square Footage/Units Residential –	22 Units

2015 Site Plans

<i>Site Plan</i>	<i>Square Footage</i>
Grandview Crossing	124 Units
Kwik Trip	9,000 sf
Total Square Footage of Commercial/Office –	9000 SF
Total Square Footage/Units Residential –	124 Units

2014 Site Plans

<i>Site Plan</i>	
Victory Apartments	
Legends of Heritage	
Pinecone Vision	
Trinity Logistics	
Chateau Waters	
Total Square Footage of Commercial/Office –	6,490 SF
Total Square Footage/Units Residential –	144,425 SF and 94 Units

FINAL PLATTED VACANT RESIDENTIAL LOTS

By year-end, there was an estimated **138*** vacant platted single-family detached residential lots compared to 198 in 2017, 218 in 2016, 220 in 2015, 362 in 2013 and 443 in 2012.

*Does not include unrecorded final plats from 2017

ANNEXATIONS

2018 Annexations	Acres	Persons
ROW	1.72	0
2017 Annexations	Acres	Persons
389 15th Street North	.47	1
2016 Annexations	Acres	Persons
7	49.03	12
2015 Annexations	Acres	Persons
0	0	0
2014 Annexations	Acres	Persons
1	41.63	0

Planning Projects/Activities

Comprehensive Plan Implementation

See Appendix, Comprehensive Plan Annual Report

The Commissions and CVB reviewed and prioritized the goals and strategies identified within the 2016 comprehensive plan. A joint meeting of the Council, Commissions and CVB was held in the spring to discuss the results. The results of the prioritized goals and strategies assisted staff and the Council on future decision-making and was excellent opportunity to implement the adopted comprehensive plan while involving members of the City's advisory boards.

Student Liaison

In order to involve more youth in City related activities, we received applications from the Sartell High School from students interested in joining the Planning Commission as a student liaison. This non-voting member is able to take part in the discussion of various land use related topics. The sophomore was selected to serve through May 2019.

National Pollution Discharge System (NPDES)

The Planning Department administers with the assistance of the Public Works and Building Departments with the National Pollution Discharge Elimination System (NPDES) program. The NPDES Phase II program is a federally mandated program established by the Environmental Protection Agency (EPA) to implement and maintain storm water management activities through a permitting mechanism in the City of Sartell. The permit requires the City to incorporate six minimum control measures into a storm water pollution prevention plan (SWPPP), which also needs to be updated on a yearly basis. Those six control measures include Public Education and Outreach, Public Participation/Involvement, Illicit Discharge Detection, and Elimination, Construction Site Runoff Control, Post-Construction Runoff Control, and Pollution Prevention/Good Housekeeping. These measures are expected to result in significant reductions of pollutants discharged into receiving water bodies.

Ordinance research

- Small Cell/Telecommunication Towers.
- Planning Commission Requirements
- Alternative Energy Sources
- Dwelling Units
- Home Occupations
- Planned Landscapes (Native Plantings)
- Right-of-Way (Small Cell)

Greensteps Program

Continue to enter information into our profile and get closer to becoming Step 3. Have added at least five additional best practices and updated 19 actions.

Legislative Work

Planning staff testified on several occasions on the need for additional transportation funding including a specific transportation funding request. This request includes funding to complete the construction of a regional roadway corridor known as the 50th Avenue South Project which includes 23rd Street South and 50th Avenue.

Land Use Signs

In addition to the required public notice requirements, new “Land Use Notice” signs have been used on properties, which have submitted a land use application. These signs are 24” x 18” in size and are movable. In the first several months that we have been using the signs, we have received many phone calls with questions about the proposed land use applications. We feel it has been a positive experience and will continue to the land use sign notifications into the near future.



Website Update Process

The City has hired Dayta complete a full website update, which included professional video and photography services. As part of the of the website update, having a branding and logo standard will also be developed. The new website will be mobile friendly, an improvement from the current antiquated design.

Native Plantings Workshop

In partnership with Sauk River Watershed District and MN Native Landscapes, staff offered a class on Native Plants at City Hall on August 23rd. The class highlighted benefits of native plans, maintenance tips, and provided an overview on the current native plants ordinance.

Americans with Disabilities Act (ADA) Transition Plan

The City had begun work on a mandated ADA Transition Plan in 2018. The plan will contain findings and recommendations based on a review of accessibility within the public right-of-way, city-owned building facilities and programs, services, activities, and events the City provides. As part of the drafting of the plan, an ADA Coordinator has been assigned to oversee compliance with the plan when it is adopted and serve as the first point of contact for resident concerns/questions. The transition plan is expected to be reviewed by 2019.

Website Update

Staff will be meeting with Dayta Marketing the week of September 14th to initiate the city website update. Also occurring in the next few weeks - some professional photos and videos will be completed for inclusion into the new website.

Sartell Newsletter

The City, in partnership with Rengel Printing, continues to provide information for the newsletters that go out to homes in Sartell three times each year. In 2019, that number will increase to four times a year. The content includes department information, development updates, and City Council/Commission decisions (along with other timely community

Eagle Scout Projects

Staff had worked with two Eagle Scouts on projects within the City’s parks. One project involved the construction of two swinging benches within the Sauk River Regional Park. The second project consisted of the development of three free-standing little libraries to be placed in our regional parks. The Eagle Scouts were responsible for fundraising or soliciting donations for the materials, along with the construction and installation of the projects as part of their roles and responsibilities.



Bike to School Celebration Event

A very successful Bike to School event was held at Lion's Park along with multiple partners (Metro Bus, SHIP, The Water's Church, APO, Sartell Lions, Revolution, Centracare, Sartell/St. Stephen Schools, Sartell Chamber along with the assistance of the Sartell Fire and Police Departments). Walmart donated two bikes as giveaways. Nearly 300 people participating in the event (over 280 hot dogs were served).

Complete Streets Policy

Staff explored and worked with area partners in the creation of a complete streets policy which was adopted by the City Council in 2018. A complete streets policy voluntarily directs staff and developers to design the areas within the rights-of-way for alternative transportation options (biking for example). While the City identifies many components of a

complete streets policy within our Subdivision ordinance and during our improvement design, there are a few other considerations that the policy may advise (but are not required), so a policy was advisable.

Adopt a Road

The City continues to get inquiries to adopt a city street. As of the end of 2018, 10 sections of Sartell roadways have been adopted by Sartell residents or businesses!

Affordable Housing Event

Staff continues to attend meetings discussing regional efforts in identifying opportunities and processes for the creation of affordable/workforce housing.

Housing Report

As part of the comprehensive plan implementation, staff completed a land use consumption report in 2018, in particular as it relates to residential development (single family to multifamily) and some updated projections on proposed densities and housing needs. The report was intended to be a housing plan but rather a snapshot of the City's historical and current residential building activity. This project was done internally, except some GIS assistance.

Building Inspections Activity

2018 Building Permits

New Single Family Homes -	61 Permits
New Single Family Value –	\$17,604,800.00
Single Family Alterations -	327
Single Family Alterations Value	\$2,199,795.00
Manufactured Home Install	\$105,000.00 (11)
New Multi-Family Housing -	4
Existing Multi-Family Housing Alterations -	13
New Multi-Family Value -	\$7,000,000.00
New Commercial-	1
New Commercial Value -	\$350,000.00
Commercial Expansions/Alterations -	32
Commercial Expansions/Alterations Value	\$6,702,500.00

Combined Building Permit Valuation Totals **\$35,094,012.00**

Combined Permit Total (mechanical and plumbing)	\$3,328,665.00
Fire Protection Permit Total	\$1,216,487 (44)
Zoning Permits	78

Combined Total Permits **\$39,639,169.00**

Average Valuation for Single Family (construction) -	\$288,603.00
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2017 Building Permits

New Single Family Homes -	45 Permits
New Single Family Value –	\$11,990,500.00
Single Family Alterations -	301
Single Family Alterations Value	\$2,199,795.00
New Multi-Family Housing -	3
Existing Multi-Family Housing Alterations -	8
New Multi-Family Value -	\$21,361,790.00
New Commercial-	68
New Commercial Value -	\$68,145,200.00
Commercial Expansions/Alterations -	24
Commercial Expansions/Alterations Value	\$5,948,516.00
Education	\$30,000,000.00
Combined Permit Total (mechanical and plumbing)	542
	\$2,169,745.00
Fire Protection Permit Total -	\$344,520.00
Total Building Permit Valuation Totals	\$112,319,078.90
Average Valuation for Single Family (construction) -	\$266,455.56

2016 Building Permits

New Single Family Homes -	73 Permits
New Single Family Value –	\$18,785,700.00
Single Family Alterations -	184
Single Family Alterations Value	\$2,348,617.00
New Multi-Family Housing -	4 Permits
Existing Multi-Family Housing Alterations -	8 Permits
New Multi-Family Value -	\$15,295,829.18
New Commercial-	9
New Commercial Value -	\$10,295,800.00
Commercial Expansions/Alterations -	29 Permits
Commercial Expansions/Alterations Value -	\$2,223,635.00
Combined Permit Total (mechanical and plumbing)	\$2,362,085.00
Fire Protection Permit Total -	\$620,742.00
Total Building Permit Valuation Totals	\$51,932,408.18
Average Valuation for Single Family (construction) -	\$257,338.36

2015 Building Permits

New Single Family Homes -	62 Permits
New Single Family Value –	\$13,850,350.00
New Multi-Family Housing -	2 Permits
New Multi-Family Value -	\$28,394,900.00
New Commercial-	1
New Commercial Value -	\$250,000.00
Commercial Expansions/Alterations -	26 Permits
Commercial Expansions/Alterations Value -	\$1,860,190.00
Other Building -	\$2,022,900.00
Total Building Permit Valuation Totals	\$46,378,340
Average Valuation for Single Family (construction) -	\$223,392

2014 Building Permits

New Single Family Homes -	73 Permits
New Single Family Value –	\$17,215,700
New Multi-Family Housing -	0 Permits
New Multi-Family Value -	\$0.00
New Commercial-	19
New Commercial Value -	\$4,910,421
Commercial Expansions/Alterations -	22 Permits
Commercial Expansions/Alterations Value -	\$1,515,200
Average Valuation for Single Family (construction) -	\$235,831

2013 Building Permits

New Single Family Homes -	71 Permits
New Single Family Value –	\$16,172,570.00
New Multi-Family Housing -	2 Permits
New Multi-Family Value -	\$11,819,000.00
New Commercial-	10
New Commercial Value -	\$2,307,749.00
Commercial Expansions/Alterations -	29 Permits
Commercial Expansions/Alterations Value -	\$9,495,215.00
Average Valuation for Single Family (construction) -	\$227,782

2018 Building Inspections and Top Builders

	2018	2017	2016	2015	2014
Inspections					
Building & Zoning	2361	2476	2196	2124	2180
Fire Inspections					
Existing Building Safety Inspections	338	205	118	147	145
Rental Inspections					
Number of units certified	2823	2592	2444	2362	2354
TOTAL INSPECTIONS	5522	5273	4758	4633	4679

Active Single Family Builders

Wollak Construction	11	Werschay	2
Custom Dream Homes	9	HBC	2
Berscheid	8	Heritage Homes	2
Dean Croat	7	Schnettler	1
Avalon Homes	6	Schnettler/Benning	1
Woodland Homes	4	Noble	1
Infinity Homes	3	HO	1
Lumber One	3		

For Comparison (building permits only)

2018 Building Permits	433	\$35,094,012.00
2017 Building Permits	398	\$109,804,811.40
2016 Building Permits	399	\$48,949,581.18
2015 Building Permits	354	\$46,378,340.00
2014 Building Permits	433	\$26,091,181.00
2013 Building Permits	497	\$42,299,895.00
2012 Building Permits	955	\$35,881,535.00
2011 Building Permits	758	\$18,584,310.00
2010 Building permits	382	\$22,059,167.00
2009 Building Permits	460	\$66,867,053.00
2008 Building Permits	897	\$32,852,276.00
2007 Building Permits	2559	\$42,426,058.79

CITY OF SARTELL ECONOMIC DEVELOPMENT ACTIVITIES

Economic Development Commission:

Anna Gruber
Joe Bergstrom (April)
Mike Schoenecker
Bruce Stainbrook
Ben Drewes
David Switzer
Jeff Kolb
Mark Osendorf
Julie Whitney

The mission of the Sartell Economic Development Commission:

To promote Sartell as a viable place to start, expand, relocate or retain business to provide the potential for profitable growth. The Economic Development Commission will assist the City Council in policy-making decisions, which continue to create a community, which offers a high quality of life for employers, employees, and residents to live and raise their families.

Activities

1. Economic Development Commission Retention Visits

The EDC completed the following retention visits in 2018:

- Edgewater Assisted Living
- DeZurik
- Opportunity Matters
- Ferche Development
- Kwik Trip
- New Horizon Daycare
- Chateau Waters
- Sartell Pediatrics
- Reker Construction
- Blueline Bar and Grill - Sartell
- Sartell-St. Stephen School District

2. Business Survey

The business survey was released mid-August and October via email, with versions mailed to Sartell businesses in October. Results of the survey was shared in 2019 with the EDC during (along with the Council in February).

3. Marketing Materials

The EDC provided input on marketing materials or presentations as needed, for various projects/areas throughout the City.

4. Opportunity Zones Support

The EDC supported staff's efforts to pursue an Opportunity Zones in Sartell. Sartell was considered ineligible for this designation due to our inability to meet the low-income guidelines as required in this program. However, there was a provision which allows the Governor to include census tracts that are contiguous with an eligible census tract (Sauk Rapids).

5. Workforce Housing

The EDC provided direction and support to staff in discussing the concept that ownership is the best lead to growth. The City should explore programs that keep people in their homes, but allows for repairs (gap funding).

CITY OF SARTELL PARK COMMISSION ACTIVITIES

Park Commission:

Diane Schellinger
Rachel Lormasteymaugh
Dennis Molitor
David Lindbloom
Mike Bruzette

Activities:

- Six meetings, which included 2 Community Conversations (Creekview Park and Morningstar Park) with nearly 35 residents attending.
- Watab Park/DNR Grant - City received \$140,900 in grant funds through MN DNR for upgrades to Watab Park. Upgrades will occur in 2019/2020 and will include: new playground, resurfacing of tennis courts into one tennis court, one pickleball court, and one half-court basketball, new restroom facility, and new wading pool/splash pad (to be decided in 2019).

Part of the outreach included an online and in-person survey giving residents the choice to choose between one of three design options for a new playground. Over 1,200 responses were received! Direct outreach to both Oak Ridge and Pine Meadow Elementary Schools meant many votes came directly from the kids! The City also took the survey to various events, local businesses, and public gathering places.

