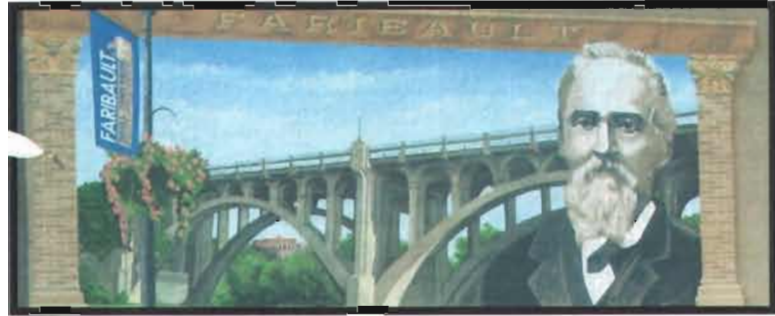


Community Development 2010 Annual Report



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Community Development Department
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Community Development Department Annual Report – 2010

For Presentation to City Council on March 15, 2011

MISSION STATEMENT

The mission of the Community Development Department is to encourage and support private and public efforts to improve the quality of life for the citizens of Faribault by providing programming and services to individuals, families, organizations and businesses which enhance and promote self-sufficiency and community pride in the areas of building code enforcement, inspections, planning, zoning, housing, economic development, transportation, redevelopment, and historic preservation.

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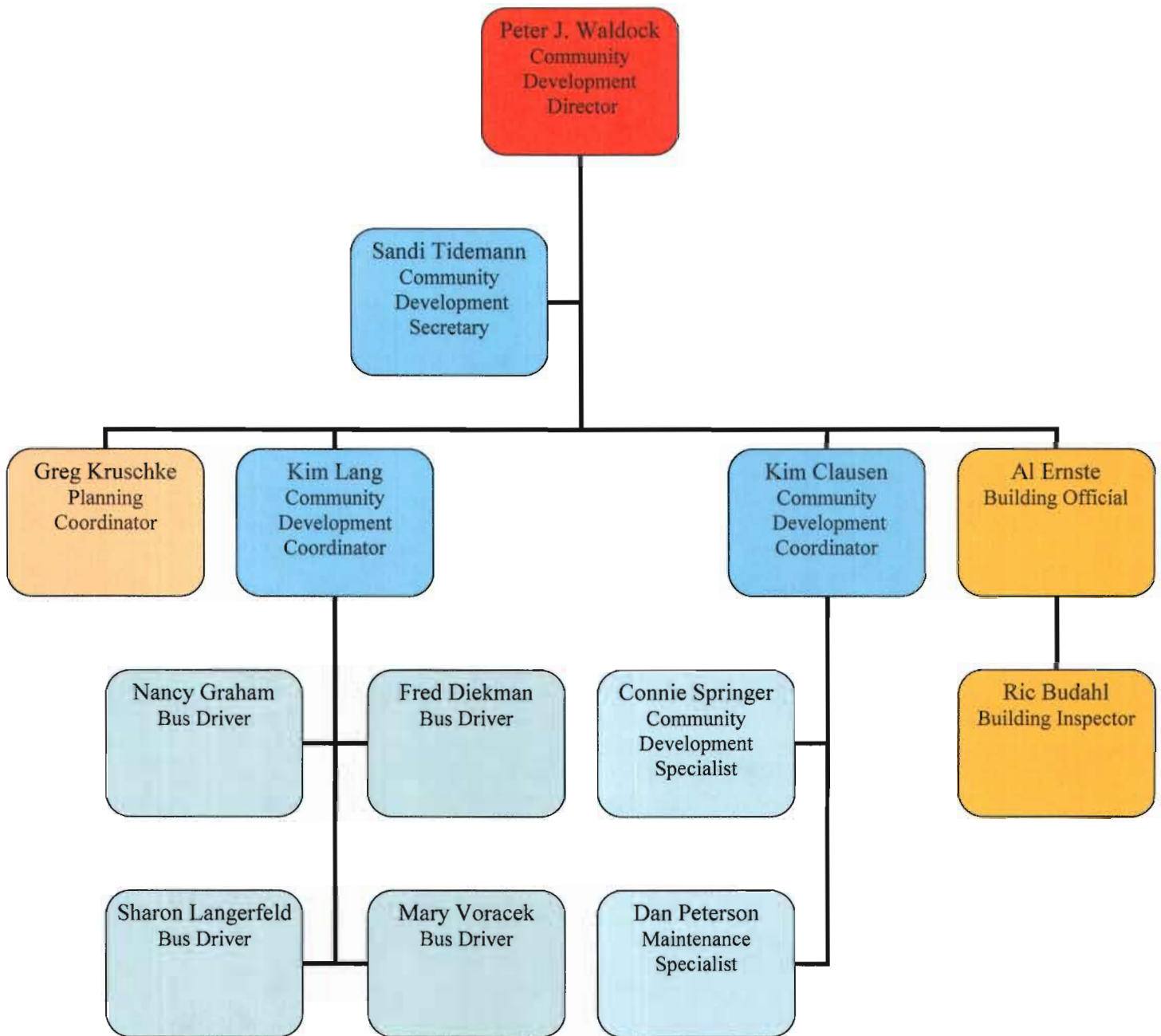
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COMMUNITY DEVELOPMENT DEPARTMENT OVERVIEW

2010 STAFF

Dan Buuck	Building Inspector (until August 1), responsible for residential building inspections and rental registration program inspections in the City.	
Ric Budahl	Building Inspector, responsible for conducting building and rental housing inspections for enforcement of city building codes and rentals housing regulations.	
Al Ernste	Building Official, responsible for leading building code enforcement and supervision of building and rental housing inspection services.	
Kim Clausen	Community Development Coordinator, responsible for assisting with Economic Development/Community Marketing, Historic Preservation and supervision of property management operations including City owned rental properties, Public Housing, and Robinwood Manor.	
Denise Hansen	Building Division Secretary (until July 20), responsible for issuing building permits, record keeping and general clerical support for building division operations.	
Kimberly Johnson	City Planner (until August 1), responsible for overseeing and conducting urban planning functions for the City, including comprehensive planning, planning studies, zoning text amendments and subdivision review.	
Greg Kruschke	Planning Coordinator, responsible for primary support to the Planning Commission, the City's urban planning functions, development review, zoning administration and sign code enforcement.	
Kim Lang	Community Development Coordinator, responsible for housing redevelopment, rehabilitation, home ownership, residential and commercial loan monitoring and transportation.	
Dan Peterson	Full-Time Maintenance Specialist, responsible for maintenance/janitorial duties at Robinwood Manor, low-rent public housing units and City-owned market-rate rental units.	
Connie Springer	Community Development Specialist, responsible for the management and leasing of Robinwood Manor, low-rent public housing units and City-owned market-rate rental units.	
Sandi Tidemann	Department Secretary, responsible for meeting packets and minutes, assisting the public and supporting all functions of the department.	
Peter Waldock	Director of Community Development, responsible for supervision of all programs and personnel in the Community Development Department	
Part Time Staff:	Fred Diekman, Bus driver Nancy Graham, Bus driver	Sharon Langerfeld, Bus driver Mary Voracek, Bus driver

Community Development Department Organization Chart August 2010



COMMUNITY DEVELOPMENT WORKLOAD SUMMARY

The Department is involved in a wide range of programs in six divisions: Housing; Public Transportation; Economic Development; Historic Preservation; Planning and Zoning; and Building. The Department provides primary administrative and technical support to a variety of local boards and commissions.

Workload Data

Board Meetings	EDA	16
	EHC	1
	FHRA	13
	HPC	14
	<u>MURL</u>	<u>6</u>
Total Number of Board Meetings		50
Property Management Applications	176 applications received; 201 applications removed	
Properties Managed	109	
Work Orders Processed	688	
Unit Turnovers	30	
Housing Units Rehabbed	7	
MURL Homes Rehabbed and Sold	0	
MURL Homes Purchased	0	
Mobile Home Down Payment Assistance	0	
Mobile Home Buyout Program	4	
Homebuyers Assistance Program Loans	19	
Commercial Properties Rehabbed	1	
Industrial Development Projects	0	
JOBZ	0	
Design Reviews Conducted HPC	7	
Walking Tours Offered	1	
Bus Tours		
HPC/City Council/EDA/directors/ Planning Commission/Park & Recreation Board/Faribault's Future Class	8	
Bus Rides Provided	16,695	
Subsidized Bus Rides Provided	3,639	
Loans Administered	46 EDA Loans	
	17 Housing Rehab Loans	
	<u>12 Contracts for Deed</u>	
Total Loans Administered	75	

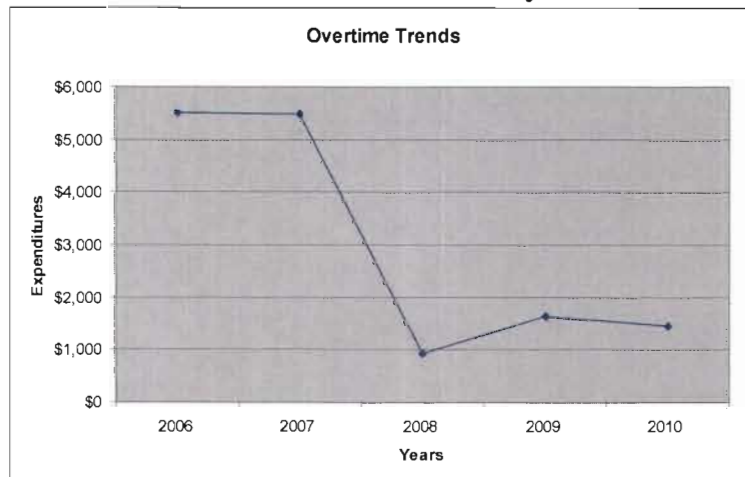
Community Development Administration Budget Summary FY 2010

Fund 240

<u>Revenue</u>	<u>Budget</u>	<u>Actual</u>	<u>% (Over) or Under Budget</u>
Charges for Service	\$662,597	\$660,465	<.5%
Misc. Revenue	\$ 7,000	\$ 7,659	(9%)
Total	\$669,597	\$668,124	<.3%

<u>Expenses</u>	<u>Budget</u>	<u>Actual</u>	<u>% (Over) or Under Budget</u>
Personnel Services	\$492,937	\$465,685	6%
Supplies	\$ 4,250	\$ 2,539	40%
Indirect Cost Allocation	\$179,301	\$179,301	0%
Other Services & Charges	\$ 44,829	\$ 33,453	25%
Capital Outlay	\$ 0	\$ 0	0%
Total	\$721,317	\$680,978	6%

Overtime Summary



Discussion:

Department overtime use has generally declined over the last few years as salaried staff have been taking minutes for most board and commission meetings. Overtime is used sparingly for secretarial support at meetings and program specialists who cover workload spikes in their assigned programs and after-hours property management/maintenance emergencies.

HOUSING PROGRAMS

2010 HOUSING PROGRAM ACCOMPLISHMENTS

PROPERTY MANAGEMENT

PUBLIC HOUSING

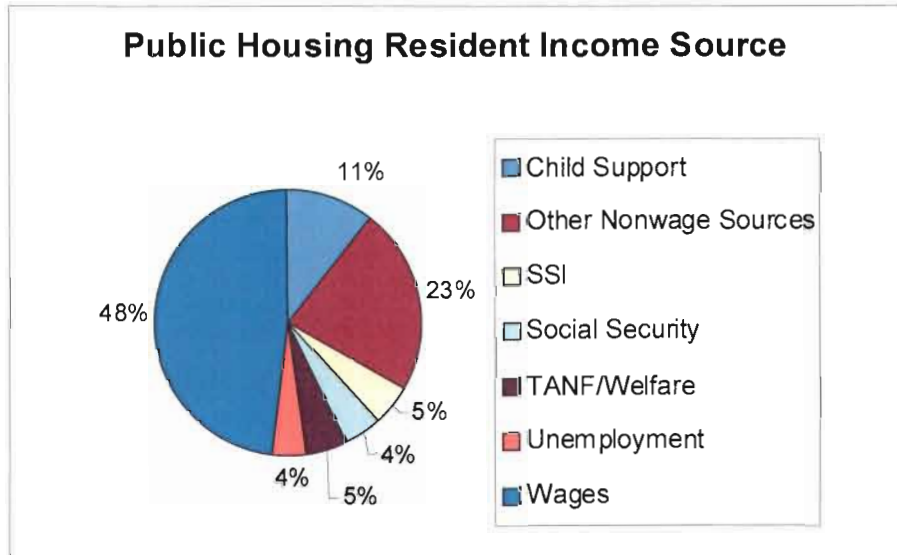
Forty-nine (49) units of HRA-owned rental units are available to very low-income households through the Public Housing program. Families pay thirty (30%) of their monthly income towards rent and utilities. Home visits, rental histories and criminal background checks are routinely conducted prior to leasing of these units.

	<i>Fast Facts</i>			
	<i>2007</i>	<i>2008</i>	<i>2009</i>	<i>2010</i>
<i>Average income:</i>	\$20,366	\$18,552	\$18,824	\$20,920
<i>Average rent:</i>	\$367	\$331	\$289	\$330
<i>Disabled Households:</i>	22%	21%	17%	18%
<i>Minority Households:</i>	37%	33 %	29%	37%

Accomplishments

- Occupancy rates of between 94% and 98% were maintained throughout the year with an average occupancy rate of 96%. Fourteen units turned over. Of those that moved out, four went on to homeownership.
- Interim recertifications are conducted when factors used to determine a household's rent or unit size change. Staff conducted 43 interim recertifications in 2010. Annual recertifications are conducted on all households on an annual basis to ensure the rent paid is accurate based on current circumstances. Staff conducted 46 annual recertifications in 2010.
- Three group tenant meetings as well as numerous individual tenant meetings were held to discuss the annual plan amendments and annual re-certifications. One public hearing was held to receive input on the annual plan.

- Capital improvements included repair of deteriorating concrete/foundations at various units, and flooring and appliance replacement.
- A routine Capital Fund Grant of \$84,784 was received from HUD for expenses including operations, maintenance and capital improvements.



ROBINWOOD MANOR APARTMENTS

Robinwood Manor Apartments is a 51-unit apartment building located at 1324 Prairie Avenue that provides subsidized rental units for individuals 62 years of age or older and/or handicapped/disabled persons. Rents are based upon thirty percent (30%) of the residents' adjusted annual income. The complex is owned by the Elderly Housing Corporation with management services provided by the Faribault HRA and City staff.

Fast Facts				
	2007	2008	2009	2010
<i>Average Income:</i>	\$12,254	\$12,077	\$12,439	\$12,317
<i>Average Rent:</i>	\$250	\$245	\$258	\$256

Accomplishments/Activities

- Occupancy rates of between 94% and 100% were maintained throughout the year with an average occupancy rate of 97%. Ten units turned over during the year.
- Building improvements included installation of a keyless entry system, new kitchen/bathroom cabinets and countertops and various appliance and flooring improvements.



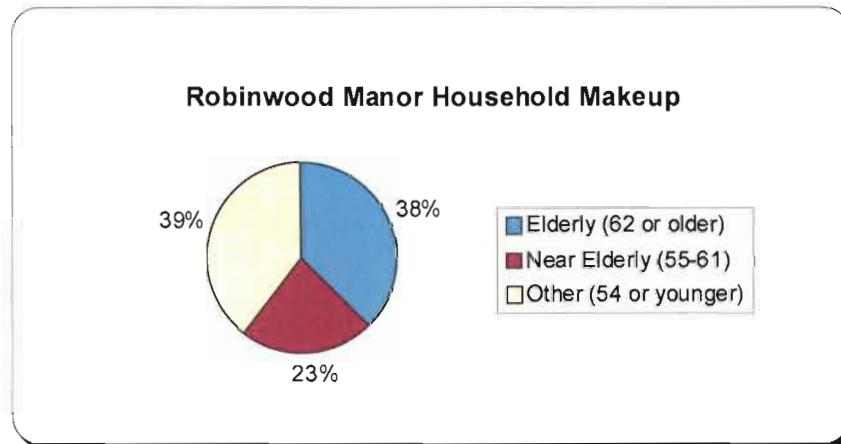
Keyless Entry System



New cabinets/countertop

- MHFA/HUD approved a \$17 rent increase, raising the rent from \$481 per month to \$498 per month. In addition, the Housing Assistance Payment Contract was renewed with HUD for five years.
- Minnesota Housing Finance Agency (MHFA) conducted their annual management review and property inspection. The general management practices and overall management operations were rated as "Satisfactory".

- The Elderly Housing Corporation supported the senior dining program offered by SEMCAC and the Faribault Area Senior Citizens, Inc. (FASC). They provided 1,994 meals in 2010. The program provides on-site hot lunch meals to residents Monday – Friday for a nominal fee.



SCATTERED SITE RENTAL PROPERTIES

The Community Development Department provided management services for City-owned residential rental properties. Responsibilities include marketing, lease-ups, maintenance, inspections and rent collections.

Accomplishments/Activities

There were substantial changes in the occupancy of the scattered sites units this year. The Welcome Center vacated their space at 24 W Division Street. This space was re-rented to the Faribault Area United Way. In addition, Three Rivers Community Action Center vacated the two transitional housing units they were renting at 24 W Division Street and 11 SW 1st Avenue.

- An average occupancy rate of 85% was maintained throughout the year. Five units turned over during the year.
- A new roof was installed on the house at 13 SW 1st Avenue.
- Substantial interior improvements were made to the space now occupied by the United Way.

HOUSING REHABILITATION

SMALL CITIES DEVELOPMENT PROGRAM (SCDP)

The City of Faribault was awarded \$459,738 from the Minnesota Department of Employment and Economic Development on behalf of the cities of Faribault and Morristown for housing rehabilitation (\$175,280) in both communities and commercial rehabilitation (\$232,080) in Faribault. Faribault was the legal sponsor of the joint application.

Accomplishments

- Approved two housing rehab projects creating a program total of 11 projects for a total investment of \$256,441.



7 NW 5th Avenue

RENTAL HOUSING REHABILITATION LOAN

Established in 1998 by the Faribault HRA and capitalized by the Community Development Department's fund balance, the Rental Housing Rehabilitation Loan Program provided low-interest loans for the rehabilitation of substandard rental housing. The program was discontinued in 2004. The only activity is monitoring existing loans.

Accomplishments

- Department staff monitored a portfolio of one low-interest loan.

COMMUNITY REVITALIZATION (CRV) FARIBAULT REHABILITATION PROGRAM

The CRV Program is the result of a grant award from the Minnesota Housing Finance Agency in 2002. Deferred loans were provided to twelve very low-income households to improve and preserve the existing housing stock. Loans must be repaid upon sale of the property. The program closed out in June of 2004. Repayments will be used as local leverage for future grant applications.

PEOPLE RE-INVEST MURL EQUITY (PRIME) PROGRAM

The PRIME Program provides MURL homeowners with access to the equity they have in their homes to pay for a variety of home improvements such as replacement of deteriorating windows, siding, and doors, the acquisition and installation of energy efficient water heaters and furnaces, roof repair and replacement, the construction of garages, interior and exterior painting, and flooring replacement. Two projects were approved in 2010 totaling \$8,700.

SCDP REVOLVING LOAN PROGRAM

The SCDP Revolving Loan Program provides low interest rehabilitation loans to homeowners, landlords, and downtown commercial property owners. Program funds are available through repayments collected from previously administered SCDP programs. Outstanding principal balances must be repaid to the City of Faribault in the event the owner sells a rehabbed property. Recipients of these funds are subject to the regulations established for the original program.

Accomplishments

- Department staff monitored a loan portfolio of approximately \$1,800,000.
- Funds were used as local match for 2009 SCDP Program.

HOME OWNERSHIP PROGRAMS

MINNESOTA URBAN AND RURAL HOMESTEADING (MURL) PROGRAM

The MURL Program provides home ownership opportunities to at-risk, low-income families who are ineligible for conventional financing. Income guidelines of 80% of the county median apply. A revolving fund exists due to monthly loan payments. These funds are used for program administration and to fund PRIME projects.

Accomplishments

- Department staff monitored twelve contracts for deeds and completed required annual home visits and income re-certifications.

HOMEBUYER ASSISTANCE PROGRAM

The Faribault HRA introduced this program in June of 2009 to provide down payment and/or closing cost assistance to income eligible persons purchasing a home within the city limits of Faribault. Assistance totaling 4% of the purchase price but not to exceed \$4,000 was available to eligible applicants. The program was closed in February, 2010, due to the high volume of applications received with potential funding requests in excess of \$100,000.

Accomplishments

- Processed a program total of 33 applications; twenty-four were funded totaling \$88,778.

MOBILE HOME BUYOUT PROGRAM

The Faribault HRA continued the program introduced in June, 2009 to purchase substandard mobile homes for a flat \$2,000 less unpaid lot rent and taxes.

Accomplishments

- Four applications were processed. The mobile homes were purchased and removed –two from Evergreen Estates and one each from Sunrise and Knollwood.

NEIGHBORHOOD STABILIZATION PROGRAM

The City of Faribault was awarded \$800,000 from the Minnesota Housing Finance Agency for the acquisition, rehabilitation and re-sale of approximately six foreclosed homes within a specific target neighborhood. The program is funded through the Housing and Economic Redevelopment Act of 2008. The goal of the program is to stabilize neighborhoods through acquiring and developing already foreclosed properties that might otherwise become abandoned or blighted. Resale restrictions and income guidelines apply when the homes are ready for resale.

Accomplishments

- Executed purchase agreements on three homes. Rehabilitation contracts were awarded on four homes and will be completed and ready for resale in early 2011.

Special Projects

Special projects the Community Development Department did on behalf of the HRA include:

- Developed new Rehabilitation Loan Program for implementation in 2011.
- Completed the exchange of parcels between the City of Faribault and Suzann Kirkpatrick, which was necessary to move forward with the Trails Edge title correction. The plat encompassing the Trails Edge property is still in the registration process.
- Approved amendments to the HRA Procurement Policy.
- Adopted a new Smoking Policy for Robinwood Manor Apartments.
- Analyzed the potential purchase of the property at 703 20th St NW to hold for future parkland.
- Approved a Consent and Waiver Agreement for 120 W Division Street, a previous recipient of an HRA Community Revitalization loan.
- Adopted revised Subordination guidelines.

**Faribault Housing and Redevelopment Authority
Budget Summary FY 2010**

Fund 280

Revenue	Budget	Actual
Special Tax Levy	\$234,468	\$ 232,490
Charges for Service	\$115,102	\$ 114,242
Misc. Revenue	\$ 12,200	\$ 12,013
Transfer In (Trails Edge)	<u>\$ 0</u>	<u>\$1,076,427</u>
Total	\$361,770	\$1,435,172

Expenses	Budget	Actual
Legal Fees	\$ 10,000	\$ 12,134
Indirect Cost Allocation	\$345,430	\$345,430
Expert & Prof Services	\$ 5,200	\$ 4,803
Special Programs	\$ 86,000	\$ 87,301
Misc Expenses	<u>\$ 9,140</u>	<u>\$ 6,605</u>
Total	\$455,770	\$456,273



TRANSPORTATION PROGRAMS

2010 TRANSPORTATION PROGRAM ACCOMPLISHMENTS

FARIBAULT FLYER

The administration of the City of Faribault's public transit system, the Faribault Flyer, is the responsibility of the Community Development Department. The Faribault Flyer provides affordable bus service through its flexible route system with route deviations available upon request. Bus service is provided seven days a week. Fares were increased January 1, 2010, contributing to a reduction in ridership.

Accomplishments

- Provided 16,695 rides. Approximately 37% of the rides are to special needs clients and 47% to the elderly.
- Provided special needs clients with transportation to work sites not included on the route.

SENIOR PASS PROGRAM

The Department administers the Senior Pass Program, a subsidized bus program for Faribault residents 60 or more years of age. Participants are asked to make a recommended donation of \$.75 per ride, also increased January 1, 2010.

Accomplishments

- Provided 3,639 subsidized bus rides to elderly residents (accounts for 53% of bus rides to the elderly). Donations were \$.75 per ride.



ECONOMIC DEVELOPMENT

2010 ECONOMIC DEVELOPMENT PROGRAM ACCOMPLISHMENTS

FARIBAULT ECONOMIC DEVELOPMENT AUTHORITY

The Community Development Department, working in cooperation with the City Administration Department and the Finance Department, supports the Economic Development Authority in a wide range of economic development activities. Technical support and referrals are provided to individuals wishing to start-up new businesses, to expand existing operations, and to relocate to the community. Financial assistance is provided to qualifying industrial and commercial projects.

Working together in these efforts are the Faribault Economic Development Authority, the Faribault City Council, the Faribault Industrial Corporation, the Faribault Area Chamber of Commerce's Downtown Issues Committee, Steele Waseca Electric Cooperative, Southern Minnesota Initiative Foundation, Department of Employment and Economic Development and Rice County.

2010 Economic Development Programs

- Economic Development Revolving Loan Fund (fund 292)
- Industrial Development Loan Program (fund 243)
- State Based Minnesota Investment Fund (fund 249)
- Federal Based Minnesota Investment Fund (fund 249)
- 1999 SCDP Commercial Revolving Loan Funds (fund 245)
- 2004 SCDP Commercial Revolving Loan Fund (fund 246)
- Tax Increment Financing and Tax abatement
- JOBZ Job Opportunity Building Zone

SMALL CITIES DEVELOPMENT PROGRAM (SCDP)

The City of Faribault was awarded \$459,738 from the Minnesota Department of Employment and Economic Development on behalf of the cities of Faribault and Morristown for housing rehabilitation (\$175,280) in both communities and commercial rehabilitation (\$232,080) in Faribault. Faribault was the legal sponsor of the joint application.

Accomplishments

- Processed three commercial rehab applications.
- Completed one project.

Industrial Development Loan Program Fund # 243

The Industrial Development Loan Program provides low interest loans to for-profit entities in support of private efforts to establish, expand or relocate new and existing industries within the community. Program priorities are value added industrial projects, which provide for the diversification of the local economy, the creation or retention of quality employment opportunities, and the expansion of the property tax base.

Accomplishments

- Department staff monitored loan portfolio consisting of four loans representing a public investment of \$429,449 with a balance remaining of \$159,923.

1999 SCDP Commercial Revolving Fund Program Fund # 245

2004 SCDP South Central Comprehensive Revitalization Program Revolving Fund # 246

2009 SCDP Comprehensive Rehabilitation Program Revolving Fund #247

The SCDP Revolving Fund Programs provide low-interest loans to for-profit entities in support of private efforts to rehabilitate downtown commercial properties. Program funds are available through repayments collected from previously administered SCDP programs. Outstanding principal balances must be paid back to the City of Faribault in the event the owner sells a rehabbed property. Funds are available for projects in the City of Faribault in the downtown historic district. Funds generated from these projects will be used primarily for matching funds for future SCDP programs. Program funds are made available through the Community Development Block Grant program and as such, recipients are subject to the original program and regulations established by the US Department of Housing and Urban Development.

Accomplishments

- Fund 245: Department staff monitored loan portfolios consisting of nine projects representing a public investment of \$272,730 with a remaining loan balance of \$173,938.
- Fund 246: Department staff administered loan portfolios consisting of 12 projects representing a public investment of \$397,030 with a remaining loan balance of \$332,780.
- Fund 247: Department staff administered a portfolio of one loan representing a public investment of \$11,968 with a remaining loan balance of \$11,796.

Minnesota Investment Fund # 249

The Minnesota Investment Fund provides low-interest loans to establish, expand or relocate new and existing industries within the community. Program priorities are value added industrial projects, which provide for the diversification of the local economy, the creation or retention of quality employment opportunities, and the expansion of the property tax base. To be eligible, a project must result in significant job creation. Participating firms must pay a minimum of \$10.00 per hour plus benefits for all new jobs created. Roughly \$6,000 per job is available to qualifying projects.

Two companies went out of business in 2010 and judgments were filed against each.

Accomplishments

- Loan portfolios consisting of 9 projects representing a public investment of \$1,418,427 with a loan balance remaining of \$973,349.

Economic Development Revolving Loan Fund # 292

The Original Town Program provides low-interest loans and grants to owners wishing to rehabilitate, renovate or restore the exterior of their downtown commercial structures. Program priorities are to projects occurring in primary transportation corridors.

Accomplishments

- Department staff monitored a portfolio consisting of 11 projects representing a public investment of \$242,513 with a remaining fund balance of \$185,158.

Special Projects

- Approved a refinancing request for 208 Central Avenue.
- Restructured the loan for 421 Central Avenue.
- JOBZ Job Opportunity Building Zones applications processed
 - SAGE Electrochromics HVM Facility.
- Provided a contribution of \$2,000 to the Small Business Development Center, which provides free and confidential one-on-one counseling to small businesses and entrepreneurs.
- Further developed the on-line industrial and commercial property inventory.
- Hosted annual meeting with industrial property owners.
- Worked with numerous local and state agencies to develop an incentive package for the expansion of SAGE Electrochromics in Faribault.
- Initiated per-click internet marketing.
- Established Google Analytics on the EDA website.
- Joined the Positively Minnesota marketing partnership.
- Awarded a Community Growth Initiative Grant from the Southern Minnesota Initiative Foundation for the development of biobusiness in the community.
- Responded to inquiries and provided information and/or site tours to nine business prospects.
- Two grant applications were submitted to SMIF for their Picture-It-Painted program. One project was on behalf of the Mural Society of Faribault and the other to paint a privately owned building in the downtown. Neither of the projects were funded by SMIF.
- The EDA approved an amendment to the Development Agreement with Cave Creek and approved issuance of a taxable tax increment financing note to be issued for the Faribault Place senior housing building.
- Coordinated the setup and staffing of the City booth at the Chamber Business Expo.
- Adopted changes to the enabling ordinance and eliminated the by-laws.

**Faribault Economic Development Authority
Budget Summary FY 2010**

Fund 290

Revenue	Budget	Actual
Special Property Taxes	\$265,276	\$261,292
TIF Admin Fees	\$ 9,771	\$ 12,647
Application Fees	\$ 6,000	\$ 350
Misc. Revenue	\$ 0	\$ 3,280
Interest on Investments	\$ 0	\$ 99
Other	<u>\$ 0</u>	<u>\$ 0</u>
Total	\$281,047	\$277,668

Expenses	Budget	Actual
Supplies	\$ 300	\$ 0
Meetings	\$ 300	\$ 83
Legal Fees	\$ 30,000	\$ 64,398
Indirect Cost Allocation	\$216,066	\$216,066
Expert & Prof Services	\$ 13,400	\$ 6,473
Other Services & Charges	<u>\$ 30,195</u>	<u>\$ 13,684</u>
Total	\$290,261	\$300,704



HISTORIC PRESERVATION PROGRAMS

2010 HISTORIC PRESERVATION PROGRAM ACCOMPLISHMENTS

HERITAGE PRESERVATION COMMISSION

The Heritage Preservation Commission is responsible for the protection, enhancement, and promotion of the community's historical, architectural and cultural resources. The Commission, with the assistance of the Community Development Department, conducts design reviews; offers technical support on public and private projects affecting historically and architecturally significant properties; participates in selected economic and housing development efforts; and assists in numerous education and outreach projects.

2010 Historic Preservation Programs

- Heritage Preservation Commission
- Heritage Tour Guide Program
- Preservation Service Fund Grant Program
- Design Review Approval in the Heritage Preservation District

Accomplishments

- HPC members and staff attended the annual Statewide Preservation Conference in Winona.
- Worked with the Chamber of Commerce to get Faribault established as one of the first four Minnesota Main Street communities.
- Supported efforts to preserve Johnston Hall from demolition and had two HPC commissioners appointed to the Johnston Hall Ad Hoc Advisory Task Force. Submitted an application to the Preservation Alliance of Minnesota to have Johnston Hall placed on the Ten Most Endangered Places List.
- Continued work on the downtown paint color guidelines.
- Seven (7) projects were reviewed by the Heritage Preservation Commission to ensure compliance with the Secretary of the Interior's Design Standards for Historic Properties.
- Awarded a \$6,400 Certified Local Government Grant and a \$6,400 Arts and Cultural Heritage Grant for the completion of a heritage tourism project.
- Continued work on planning the 2011 Statewide Historic Preservation Conference which will be held at the Paradise Center for the Arts in September 2011.

PLANNING AND ZONING

2010 PLANNING DIVISION OPERATIONS AND STAFFING

ORGANIZATION & STAFFING

In July of 2010 the Planning and Zoning Division was reorganized to become part of the Community Development Department. The City Planner and Zoning Administrator positions were eliminated and a Planning Coordinator position was created to carryout the primary planning duties for the City. The Community Development Director has been assigned the official responsibilities of City Planner under the Code of Ordinances. The Division provided staff support to the Planning Commission, Commercial Sign Code Taskforce, Development Review Committee and City Council.

The Planning Division Staff and members of the Development Review Committee provided input and support through bi-weekly meetings and daily interaction. This staff-level committee includes the City Administrator, Director of Public Works/City Engineer, Finance Director, Buckham Center Director, Community Development Director, Community Development Coordinators, Director of Fire and Emergency Management Services, Police Chief, and Building Official.

PLANNING COMMISSION

The Planning Commission is an advisory commission appointed by the City Council to hear requests and provide recommendations to the City Council on land use, planning, and zoning issues. All requests for conditional use permits, variances, rezoning applications, ordinance text amendments, plats or land subdivisions, public right-of-way and easement vacations, and appeals are heard by the Planning Commission. Land use plans and policies, annexations, and tax increment financing plans are also reviewed by the Planning Commission. All activities of the Planning Commission are guided by the enabling legislation found in Minnesota Statutes Chapter 462, the City Code of Ordinances, Faribault Comprehensive Plan, and the Commission's by-laws.

The following citizens of our community served on the Planning Commission in 2010: Charles Ackman, John Blackmer, Brian Haefner, Shelly Kolling, Steve Peterson, Deb Smits, Tom Spooner, and Steve White. Elected as officers in 2010 were Brian Haefner as Chair and Charles Ackman as Vice Chair. Steve White continued to serve as an at-large member on the Economic Development Authority, and Steve White served as a city representative on the Mill Towns Trail Board. At their annual meeting in November, the Commission took a bus tour of the community. A listing of Planning Commission members and terms, as of December 2010, is provided in Appendix A.

PLANNING COMMISSION WORKLOAD DATA

In 2010 the Planning Commission held 37 public hearings, which was the same as in 2009; made recommendations on 40 individual requests, a 25% decrease from 2009; and held 20 meetings, three of which were special meetings related to the North I-35 Land Use Plan Update and the Floodplain Map update. Planning and Zoning received and processed to various levels a total of 45 land use or zoning applications or petitions, with five applications being withdrawn by the applicant. A summary of all public hearings held in 2010 by meeting date is located in Appendix B. The table below provides a comparison of Planning Commission case activity for the past five years (2006-2010).

	NUMBER OF REQUESTS				
	2006	2007	2008	2009	2010
Administrative Subdivision	0	0	1	0	0
Annexations	5	0	4	2	1
Appeals	1	1	0	0	0
Comp Plan Amendments	1	0	1	1	2
Conditional Use Permits	18	7	15	19	9
Environmental Assessment Worksheets	0	3	0	0	0
Final Plats	21	6	7	4	3
Interim Use Permits	1	0	0	4	3
Master Plan Review	2	0	2	0	0
Text Amendments	4	5	3	4	6
Planned Unit Developments	5	3	4	0	0
Preliminary Plats	16	5	5	3	2
Rezoning Cases	10	6	2	2	2
Right of Way/Easement Vacations	6	4	3	2	1
Subdivision Waivers	1	0	0	1	1
Variances - Zoning	23	9	12	10	10
Variances - Sign Ordinance	6	3	3	1	0
Total PC Requests	120	52	62	53	40
Hearings	119	42	46	37	37
Regular Meetings	22	16	19	19	17
Special Meetings	2	1	1	7	3

Major projects for which the Planning Commission made recommendations in 2010 included the following:

- Commercial Landscaping Standards
- Floodplain Map Update
- SAGE HVM-1 Expansion
- Lyndale Commons
- Rice County Jail Annex

DEVELOPMENT REVIEW COMMITTEE

The purpose of the Development Review Committee (DRC) is to provide staff review and feedback on development projects, including recommendations to the Planning Commission, City Council, or other boards and commissions. It is the responsibility of the DRC to review and approve permitted commercial, industrial, and multifamily residential site plans. The DRC process streamlines the development regulation process by minimizing the number of contacts customers have to make with city staff, and maximizes communication between city departments.

The DRC meets the 2nd and 4th Tuesdays of each month, and is occasionally convened for emergency reviews. Representatives from all city departments participate through assigned representatives. The Planning Coordinator chairs the DRC, and is the primary staff responsible for coordinating and distributing the agendas and transcribing minutes, with assistance from other Community Development Staff. Project reports are prepared by Planning and Zoning staff.

Workload Data

In 2010, the DRC held 22 meetings. Below is a summary of the activities of the Development Review Committee for 2010. It should be noted that the numbers below are representative only as many items are reviewed by the committee several times at various stages of the proposal.

TYPE OF REQUEST	NUMBER OF REQUESTS				
	2006	2007	2008	2009	2010
Planning Commission Requests	118	50	53	38	44
Administrative Reviews	64	59	71	47	21
-Concept Plan	25	35	27	10	10
-Interpretations	5	4	7	2	1
-Policy Recommendations	9	8	13	13	2
-Administrative Subdivision or Combination	13	4	8	9	3
-Special Projects	12	8	16	13	5
Site Plans	19	17	20	14	17
Total DRC Requests	201	136	144	106	82

DAILY ACTIVITIES AND SPECIAL PROJECTS

Daily activities of the Planning and Zoning division are varied and many. One of the primary activities is customer service; which includes providing information to the public by responding to inquiries made by e-mail, telephone, and in person. When not assisting the public, staff keeps busy with code enforcement activities, site inspections and visits, analysis and preparation of planning and zoning cases, building permit site plan reviews, and assisting other City Departments with projects as needed.

In 2010, the Planning and Zoning Division reviewed site plans and conducted site inspections for 95 building permit applications and reviewed and issued 50 sign permits. The table below breaks out building permits by type and year for the past five years. With the downturn in the economy, new single family residential permits issued in 2010 increased slightly with six such permits issued.

Type of Construction	Number of Permits				
	2006	2007	2008	2009	2010
Residential Dwelling					
Manufactured Home	7	18	30	10	6
Multi-Family New Construction	1	1	0	0	2
New Single Family Detached	36	21	6	5	6
Single Family Attached	40	4	2	0	1
Addition	15	17	11	13	12
Residential Accessory					
Accessory Building	5	0	3	2	5
Deck	49	43	36	44	26
Garage-Attached	7	5	2	0	4
Garage-Detached	13	6	14	4	6
Swimming Pool	2	3	1	0	0
3-Season Porch	8	6	10	5	7
Egress Window	0	0	0	7	8
Commercial/Industrial					
Accessory Structure	2	0	0	0	1
Addition	7	1	8	4	3
Deck	1	0	1	1	0
Foundation	3	0	2	1	1
New Construction	18	16	11	12	7
Sign Permits					
Wall	55	70	42	29	41
Freestanding	22	16	26	18	8
Temporary	0	1	0	4	1
Canopy / Awning	1	1	1	2	0
Billboard	0	3	2	1	0

In addition to the daily activities of the Division, staff worked on several special projects as follows:

City Initiated Ordinance Amendments

Commercial Landscape Standards-Completed
Wind Energy Conversion Systems-research

Intergovernmental Planning Projects

Flood Plain Map Update-Preliminary map review & Comment, Neighborhood Meeting
Landscape Partnership Grant with MnDOT – TH 60 / Viaduct Area – Completed
Airport Zoning Ordinance Update - research

City Initiated Studies/Plans/Policies

Wellhead Protection Plan – Completed
North I-35 Land Use Plan - Completed

Administrative Projects

Airport Signage – Work with Airport Advisory Board
Adult Uses Research – Memorandum to City Council

REVIEW OF 2010 ACTIVITIES

Evaluation of 2010 Division Objectives

The following objectives were established for the Planning Division in 2010. They were identified by the Planning Commission and City Council during preparation of the 2010 budget, and represented their expectations of the Planning Division.

- ✓ Floodplain Ordinance and Map Updates.

The majority of work has been completed with regards to the floodplain ordinance and map update process. Rice County, including the City of Faribault, is awaiting the letter of final determination to be issued by FEMA. Staff held an open house for the public in March 2010. The draft ordinance has been completed and submitted to the DNR for review. Public Hearings will be called once the letter of final determination is received from FEMA.

- ✓ Continue gateway and corridor planning.

The City received a landscape partnership grant through MnDOT to improve the four quadrants surrounding the Viaduct Bridge. Working with MnDOT, Farmer Seed & Nursery, and local business representatives, a planting plan was approved and installed in October 2010 in these areas.

-
- ✓ Review and update Unified Development Ordinance to facilitate efficient growth and development.

Numerous amendments to the Unified Development Ordinance occurred in 2010. The major amendments included a new commercial landscaping ordinance, wetland buffers, clarification of structure height, and protection of natural features. Research was conducted on Wind Energy Conversion Systems and front yard driveway areas; however those ordinances have not been adopted as of this time.

2010 PLANNING DIVISION SUMMARY

The Division experienced a decline in case load for both Planning Commission and Development Review Committee in 2010 due to the continued downturn in the economy. The number of special projects stayed pretty much the same in 2010; however, the complexity and demands of several of these projects were significant and occupied considerable time. Customer service, as always, was a high priority for the Division. Due to lower case load staff was able to spend more time on individual requests and with property owners as the need arose. The customer service survey remains in use as a monitoring tool with good results.

Although there has been a reduction in overall caseload, a number of projects and developments have become more time intensive. One such project is the floodplain map updates. In coordination with Rice County and the Minnesota Department of Natural Resources, the flood maps for Rice County are in the process of being updated. Staff prepared numerous maps, assisted in an updated flood model of the Straight River, and created documents to educate the public. A neighborhood meeting was held in March 2010 at the American Legion notifying all affected property owners. Over 1,000 notices were sent out for this meeting. In addition to the meeting Staff also had numerous phone calls and individual meetings with property owners to inform them of how the changes affected them. A draft ordinance has been prepared and will be adopted through the formal public hearing process once the Letter of Final Determination is received from FEMA.

Larger development projects also required additional attention due to the details and items that needed to be resolved. These projects, including SAGE, Lyndale Commons, and Shattuck St. Mary's projects on all of their properties, involved numerous meetings, phone calls, research and communication to allow these projects to maintain their timelines and come to fruition.

Code enforcement activities also remained high. Staff completed a temporary sign enforcement sweep throughout the community to remind businesses of the regulations in place and ensure that the standards are being adhered to. Conditional Use Permit compliance checks were completed on all Conditional Use Permits that have been issued back to the year 2000. Almost everyone passed the compliance checks and the remaining issues were minor in nature and completed closely following the inspections.

PLANNING DIVISION BUDGET REVIEW

Revenues for 2010 decreased slightly due to the reduction in overall case load. Expenditures decreased slightly from the year before, and remained below what was budgeted. Budget numbers were adjusted due to the receipt of a landscape partnership grant through the Minnesota Department of Transportation for the viaduct project. Payments to the townships for tax reimbursements on annexation are also figured into the budget with some set to expire this upcoming fiscal year.

Account	Fiscal Year 2010		Fiscal Year 2009		Fiscal Year 2008	
	Budget	Actual	Budget	Actual	Budget	Actual
Revenue						
Licenses and Permits	3,100	2,925	2,500	3,055	2,500	3,965
Charges for Service	8,500	8,881	15,000	11,060	15,000	17,950
General Fund Support	175,054	183,694#	221,430	203,078	227,521	145,564
Total Revenue	186,654	195,500	238,930	217,193*	245,021	207,705
Expenditures						
Personnel	170,583	169,204	177,328	169,566	142,787	139,764
Supplies	3,500	1,492	8,825	4,632	10,950	9,589
Other Services/Charges	29,571	24,803#	52,777	42,995	91,284	58,352
Capital Outlay	0	0	0	0	0	0
Total Expenditures	203,654	195,500	238,930	217,193	245,021	207,705**

* \$18,472 was billed to benefitting 218 residents which is a Revenue not reflected in the budget.

** \$25,533 was encumbered for completion of the Sign Code Update and 218 Right of Way Plat in 2009.

\$7,997 For Reimbursements to Township's for Property Taxes due to Annexations and \$11,139 for MnDOT Landscape Partnership Grant.



BUILDING CODES AND INSPECTIONS

ORGANIZATION / PERSONNEL

In 2010 the City Council approved a comprehensive reorganization involving several City departments. As part of the reorganization, effective July 1, 2010, the Building Code Division became part of the Community Development Department, under the direction of Peter Waldo, Director of Community Development. Due to the slow economy and reduced revenues the City Council decided to reduce the number of building inspector positions, and one position was discontinued in August.

The Building Code Division is comprised of the following personnel:

		<u>Start Date</u>
Al Ernste	Building Official	01/22/1997
Ric Budahl	Building Inspector	11/03/2003
Sandi Tidemann	Community Development Secretary	02/23/1996

Dan Buuck held the position of Building Inspector assigned to the rental housing program and residential building inspections until when the position was eliminated. Ric Budahl, Building Inspector was assigned the responsibility of coordinating the Rental Registration Program and the rental housing inspection duties in addition to assisting with building inspections and plan reviews for building permits and building code enforcement matters.

Al Ernste, Building Official reports to the Community Development Director, supervises the operations of the Building Code Division including the issuance of building permits, completion of plan reviews, building inspections and building code enforcement matters. He is responsible for administration of all aspects of the city's building codes, electrical codes and rental housing registration program.

In the last quarter of 2010 the City Council adopted the State Electric Code and entered into a service contract with Steve Kletschka (a Master Electrician and experienced State Electrical Inspector) for electrical permit processing and inspections in order to administer electrical permits locally for projects within the City limits. The program became effective on January 18, 2011.

Sandi Tidemann, Community Development Department Secretary provides clerical support for the Building Codes Division. She reports to the department Director and serves all the Community Development Department's Divisions.

WORKLOAD DATA

Permits Issued	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
Building Permits	629	714	672	509	519
Plumbing Permits	194	103	98	82	74
Heating Permits	188	87	96	44	57
Sign Permits	78	91	71	56	50
Septic Systems	0	0	0	2	4
Total	1089	995	937	693	704
Total Value	\$181,663,872	\$59,711,746	\$54,408,106	\$38,122,727	\$30,773,750

BUDGET

The cost for funding the Building Code Division is supported by building and other permit fees generated by construction in the community. The following information provides an overview of the budget and actual expenses for 2010:

EXPENSES

	Budget	Revised	Actual	Difference
Personnel Services	\$322,796	\$272,632	\$256,178	+\$16,454
Supplies	14,750	14,000	7,639	+ 6,361
Other Services & Charges	21,356	22,106	12,739	+ 9,367
Capital Outlay	0	0	0	0
Total	\$358,902	\$308,738	\$276,557	+ 32,182

	<u>Percentage of Budget</u>
Personnel Services	92.63%
Supplies	2.77%
Other Services & Charges	4.60%
Capital Outlay	0
Total	100%

The following shows the budget to actual expenses for the previous three years:

2010		2009		2008	
Budget	Actual	Budget	Actual	Budget	Actual
\$358,902	\$276,557	\$370,962	\$343,293	\$414,797	\$379,028

FEES COLLECTED

The expenses for the Building Code Division have always been off-set by the permit fees generated when a building permit or other permit is issued by the City. In 2010, the City used the 1994 Uniform Building Code Permit Fee schedule to determine the building permit rates for all construction projects.

The following is a breakdown of the projected fees and actual fees generated through the permit process in 2010:

REVENUES

Permit Fees	Revised Budget	Actual	Difference
Building Permits	\$200,000	\$145,033.18	- \$ 54,966.82
Plan Review Fee	80,000	61,737.99	- 18,262.01
Plumbing & Heating	35,000	50,724.75	+ 15,724.75
Plumbers License	2,000	1,440.00	- 560.00
Sprinkler Permits	13,500	6,510.50	- 6,989.50
Rental Registration Fees	0	4,458.00	4,458.00
Surcharges	500	356.64	- 143.36
Total Fees	\$331,000	\$270,261.06	- 69,654.94



Faribault Place Senior Living Center

EXPENSES vs. REVENUE FOR 2010:

The total expenses for the Building Code Department in 2010 were \$276,556.77 and the total revenue generated was \$270,261.06, resulting in - \$6,295.71 less revenue than expenses for the department. This negative is off-set by the Rental Registration Program which is a two-year cycle beginning with odd years. Rental revenues are generated at the beginning of each cycle, with administration carried over both years.

TOTAL PERMITS ISSUED

The following is a breakdown of the total number of permits issued by the City of Faribault in 2010:

Type of Permit	Number	Valuation
Building Permits	519	\$26,285,427
Heating Permits	57	\$ 4,488,322
Plumbing Permits	74	* not based on valuation
Sign Permits	50	* not based on valuation
Septic Systems	4	* not based on valuation
Total Permits	704	\$30,773,749

INSPECTIONS

In 2010, the members of the Building Code staff conducted a total of 1,863 building code inspections. There are many occasions when the inspector stops for one type of inspection and does additional inspections as requested by the citizen or contractor. This does not include meetings with contractors, architects, developers and citizens who stop at City Hall to ask questions or require meetings regarding building projects.

HISTORY OF BUILDING CONSTRUCTION IN FARIBAULT 2001 - 2010

The table listed below shows the valuation of the last 10 years of construction in the City of Faribault.

YEAR	PERMITS	CONSTRUCTION
2010	704	\$ 30,773,750
2009	704	38,122,727
2008	955	54,408,106
2007	1,000	59,711,746
2006	1,090	181,663,872
2005	695	52,283,640
2004	736	46,986,948
2003	757	38,020,569
2002	779	42,836,903
2001	667	28,289,564

The 5-year average (2006 through 2010) for valuation of construction in the City of Faribault is \$72,936,040. The 10-year average (2001 through 2010) is \$57,309,783.



Cannon River STEM School-St. James Campus

Following are the major types of permits issued for the past five years. This is not all-inclusive, but is meant to illustrate the trends for major types of construction in Faribault.

TYPE OF CONSTRUCTION	2010	2009	2008	2007	2006
Commercial Additions	3	4	8	0	7
Commercial Buildings	5	10	11	15	16
Commercial Remodel	35	34	47	37	45
Decks	24	42	35	43	40
Demolition	9	7	15	17	19
Dwellings*	8	5	8	25	75
Garages	5	4	16	11	21
Mobile Home Setup	2	10	30	18	7
Residential Additions	12	13	9	17	15
Residential Remodel	60	54	62	57	54
Commercial Roofing	16	11	11	22	14
Residential Roofing	163	156	232	300	131
Siding	37	44	63	53	46
Sprinkler Systems	10	13	15	32	24

***Dwellings**

Single Family Residential	6	5	6	21	34
Townhouses	2	0	2	4	40
Condominiums	0	0	0	0	1

Apartment Buildings

Apartment Buildings	2 (24 Units)	0	0	1	0
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Construction site for SAGE Electrochromics, Inc.

RENTAL REGISTRATION PROGRAM

History:

The Rental Registration Program was implemented in 1989 and was coordinated by the Fire Department until 1993 when it was assigned to Community Development. In the middle of 2001, the program was re-assigned to the Fire/Code Division under the direction of the Director of Fire & Code Services, then under the direction of the Assistant to the City Administrator. On July 1, 2010, the program came back to Community Development along with the Building Code Division.

Personnel:

Dan Buuck (from January through July) and Ric Budahl (from August 2010 to date) served as the Rental Housing Inspectors (RHI). He is responsible for conducting inspections for the Code Compliance Rental Registration Program and the Time-of-Sale Program for manufactured homes in Faribault. The RHI conducted a total of 252 inspections and 92 re-inspections for these two programs in 2010.

Rental Inspection Program:

There are a total of 564 residential rental properties registered in the City of Faribault, with a total of 2,218 units, including the following:

231	Single Family Homes	231 units
154	Duplexes	308 units
33	Triplexes	99 units
146	Apartments with 4 or more units	1,580 units
565	Facilities	2,218 units



127 6th Ave SW – Tri-Plex

The following table shows the number of registered rental properties for the last three years:

	<u>Facilities</u>	<u>Number of Units</u>
2010	565	2,218
2009	525	2,185
2008	495	2,104

Biennially, all residential rental properties are inspected. In 2010, the RHI reviewed 252 rental properties for the 2009-2010 program. A total of 968 apartment units were inspected. The RHI also conducted 19 complaint and 185 follow-up inspections to determine property owner compliance.

Following shows the number of rental properties inspected in the last three years:

	<u>Properties</u>	<u>Apartments</u>
2010	252	968
2009	273	1,217
2008	180	1,477

Manufactured Home Time-of-Sale Program:

The Rental Housing Inspector (RHI) receives inspection reports from private licensed inspectors who are hired to inspect manufactured homes that are sold within the City of Faribault. When the owner of the home contacts the RHI that all violations have been corrected, the RHI does a final inspection and issues the Evaluation Report Certification.

In the last three years, the RHI conducted the following Time-of-Sale inspections:

	<u>2010</u>	<u>2009</u>	<u>2008</u>
Time of Sale Reports Received	18	23	57
Re-inspections of Failed Reports	14	15	42
Homes Certified	11	21	36



1407 Hulet Ave

APPENDIX A

BOARDS AND COMMISSIONS ROSTER

The following community volunteers served in 2010, providing valuable oversight to the programming and services offered by the Community Development Department.

Elderly Housing Corporation (EHC)

The Elderly Housing Corporation meets on an on-call basis with its annual meeting held after the completion of the prior-year's audit.

Board Members: Robert Trench, Chair
 D.B. Kaufmann, Vice Chair
 Jean Mahler, Secretary
 Patricia Gustafson
 Jeanette Hammond

Primary Staff Support: Kim Clausen, Community Development Coordinator

Faribault Economic Development Authority (EDA)

The Economic Development Authority meets in the Public Meeting Room on the third Thursday of every month at 7:00 AM.

Board Members: Kay Duchene, President Todd Markman
 Steve White, Vice-President Steve Underdahl
 John Carlander Jay Valentyn
 Gary Kindseth

Primary Staff Support: Peter Waldock, Executive Director
 Kim Clausen, Community Development Coordinator
 Kim Lang, Community Development Coordinator

Faribault Housing and Redevelopment Authority (HRA)

The Faribault Housing and Redevelopment Authority meets in the Public Meeting Room on the second Monday of every month at 6:00 PM.

Board Members: Jake Cook, Chair Barb Larson
 Roger Johnson, Vice-Chair Bruce Illsley
 Fred Brough Jason Sanborn
 Jim Barta

Primary Staff Support: Peter Waldock, Executive Director
 Kim Clausen, Community Development Coordinator
 Kim Lang, Community Development Coordinator

Heritage Preservation Commission (HPC)

The Heritage Preservation Commission meets in the Third Floor Conference Room on the third Monday of every month at 6:30 PM.

Commission Members: Susan Pflager, Chair Ione Schrader
 Janie Hansen, Vice Chair Julie Schiffer
 Bob Neslund Karl Vohs
 Lee Nordmeyer

Primary Staff Support: Peter Waldock, Community Development Director
 Kim Clausen, Community Development Coordinator

Minnesota Urban and Rural Homestead Program Advisory Board (MURL)

The MURL Advisory Board meets in the Public Meeting Room on the second Monday of the month, or as needed, at 5:00 PM.

Board Members: Fred Brough, Chair Bruce Illsley
 Jim Douglas Tajha Monahan
 Jim Barta Lowell Wolters

Primary Staff Support: Kim Lang, Community Development Coordinator

Planning Commission

The Planning Commission generally meets in the City Council Chambers on the first and third Tuesdays of every month at 7:00 P.M. Regularly scheduled Planning Commission meetings are televised on Faribault Community Access Television.

Commission Members: Brian Haefner, Chair Deborah Smits
 Chuck Ackman, Vice Chair Tom Spooner
 John Blackmer Steve White
 Shelly Kolling

Primary Staff Support: Greg Kruschke, Planning Coordinator
 Peter Waldock, Community Development Director



APPENDIX B

COMMUNITY DEVELOPMENT DEPARTMENT STAFF BY PROGRAM

Department Administration

Peter J. Waldock AICP, Community Development Director
Sandi Tidemann, Community Development Secretary

Building Codes and Inspections Division (added July 2010)

Allen Ernste, Building Official (*Lead Building Inspections, and Building Code Enforcement Services*)

Richard Budahl, Building Inspector (*Residential, Commercial, and Rental Housing Inspector*)

Economic Development Programs

Peter J. Waldock, AICP, Community Development Director

Kim Clausen, Community Development Coordinator (*Historic Preservation, Community and Economic Development Marketing*)

Kim Lang, Community Development Coordinator (*Economic Development Loan Programs*)

Historic Preservation Programs

Peter J. Waldock, AICP, Community Development Director

Kim Clausen, Community Development Coordinator (*Historic Preservation Commission Support*)

Housing Programs

Kim Lang, Community Development Coordinator (*Residential Rehabilitation and Home Ownership Programs*)

Kim Clausen, Community Development Coordinator (*Rental Housing, Public Housing, Senior Housing Programs*)

Dan Peterson, Housing Maintenance Specialist (*Maintenance Services for Scattered Residential Sites, Public Housing Units, and Robinwood Manor*)

Connie Springer, Community Development Specialist (*Rental Property Management Support*)

Planning Division (added July 2010)

Peter J. Waldock, AICP, Community Development Director (Planning Support, services as official City Planner)

Greg Kruschke, AICP, Planning Coordinator (Primary Staff Support for Planning Commission)

Transit Division

Kim Lang, Community Development Coordinator (Transit Supervisor)

Fredrick Diekman, Bus Driver

Nancy Graham, Bus Driver

Sharon Langerfeld, Bus Driver

Mary Voracek, Bus Driver

APPENDIX C



2010 PLANNING COMMISSION PUBLIC HEARINGS

February 3

- CUP-01-10 Jeff Jandro and Scott Nelson, a request for a conditional use permit to allow a major automobile repair shop. (229 Willow Street) (Resolution 2010-022)
- RZ-02-10 City of Faribault, a request to correct the City of Faribault Official Zoning Map for property located at 2426 Park Avenue, Faribault, Rice County, Minnesota. (Ordinance 2010-01)

February 16

- V-04-10 Rick Cashin, a request for a variance to allow a detached accessory structure in a front yard; a request for a variance from secondary façade material requirements; and
- V-07-10
- CUP-08-10 a Conditional Use Permit to allow a 20-unit and 4-unit apartment complex on property zoned C-2, Highway Commercial District. (2300 & 2310 Park Avenue) (Resolution 2010-031)
- LUP-06-10 City of Faribault, a request to amend the City of Faribault Comprehensive Plan to add the North I-35 Corridor Area Plan as an addendum. (Tabled)

March 2

- LUP-06-10 City of Faribault, a request to amend the City of Faribault Comprehensive Plan to add the North I-35 Corridor Area Plan as an addendum. (Resolution 2010-026)

March 16

- V-08-10 Marie Cramer, on behalf of the Margaret Puffer Trust, a request for a subdivision variance to create a 4,882 square foot lot where a minimum of a 6,000 square lot is required for property zoned R-3, Medium Density Residential District. (428 6th Street NW & 609 5th Avenue NW) (Resolution 2010-059)

April 6

- V-10-10 Kris Anderson, a request for a variance to allow three (3) units on a 3,696 square foot lot where a 14,400 square foot lot is required for property zoned R-3, Medium Density Residential District. (117 5th Avenue NW) (Request Denied) (Resolution 2010-066)
- TA-11-10 City of Faribault, a request to amend the Faribault Unified Development Ordinance, Chapter 15, Section 15-20 Regarding Subdivision Jurisdiction. (Request Withdrawn)

May 4

- CUP-15-10 Tim Murray, on behalf of the City of Faribault, a request for a conditional use permit to allow construction of a bridge and placement of fill within the floodway of the Cannon River (Mill Towns Trail Bridge). The bridge is to be located west of Lyndale Avenue/TH-21 between 904 Lyndale Avenue N and 1200 Lyndale Avenue. (Resolution 2010-081)
- TA-12-10 Rice County, a request for a text amendment to Chapters 7, 10, 11 and 13, Appendix B, Unified Development Ordinance regarding Government Buildings and Structures. (Ordinance 2010-06)
- TA-13-10 City of Faribault, a request for a text amendment to Chapters 6, 10, 11, 12 and 13, Appendix B, Unified Development Ordinance regarding Wetlands. (Ordinance 2010-04)
- TA-14-10 City of Faribault, a request for miscellaneous text amendment to Chapters 6, 13 and 15, Appendix B, Unified Development Ordinance regarding Building Height, the Heritage Preservation Commission, and Protected Areas. (Ordinances 2010-07 & 08)

May 18

- TA-16-10 City of Faribault, a request for a text amendment to Chapter 4, Appendix B, Unified Development Ordinance regarding landscaping and screening requirements for all properties except single and two family residential uses. (Ordinance 2010-09)

June 1

- V-17-10 Scott Trump, on behalf of Trump's Orchard, a request for a variance to allow an eight (8) foot tall fence to be constructed in a residential zoning district where only a four (4) foot tall fence is permitted in a front yard and a six (6) foot tall fence is permitted in the side and rear yards. The fence will be less than fifty (50) percent opaque. (1218 Parshall Street) (Tabled)

June 29

- IUP-21-10 Scott Trump, on behalf of Trump's Orchard, a request for an interim use permit to allow an eight (8) foot tall fence to be constructed in a residential zoning district where only a four (4) foot tall fence is permitted in a front yard and a six (6) foot tall fence is permitted in the side and rear yards. The fence will be less than fifty (50) percent opaque. (1218 Parshall Street) (Resolution 2010-123)
- IUP-19-10 Ray Brueggemeier, Lake Country Community Bank, on behalf of Faribault Professional Building, property owner, a request for an interim use permit to allow a parking lot and sign pylons to remain when a building is removed from the property. The permit is being requested for 3 years. (2100 Grant Street) (Resolution 2010-124)
- TA-20-10 City of Faribault, a request to amend the Faribault Code of Ordinances, Appendix B, Chapter 13, Overlay and Special Districts, Article 3. Heritage Preservation District to establish a requirement for a certificate of appropriateness and a color palette for repainting, staining or sealing of exterior building surfaces in the Heritage Preservation District. (Request Denied) (Resolution 2010-128)
- V-17-10 Scott Trump, on behalf of Trump's Orchard, a request for a variance to allow an eight (8) foot tall fence to be constructed in a residential zoning district where only a four (4) foot tall fence is permitted in a front yard and a six (6) foot tall fence is permitted in the side and rear yards. The fence will be less than fifty (50) percent opaque. The property is addressed 1218 Parshall Street. (Request Withdrawn)

July 20

- PP-22-10 Northern Partners LLC and Sage Electrochromics, Inc., a request for Preliminary and
- FP-23-10 Final Plat approval for SAGE HVM-1 Expansion, a one lot and one outlot plat for industrial development. The property is located west of Park Avenue N, east of I-35, and north of the existing SAGE plant and is described as Outlot A Northern Industrial Park 6th Addition. (Resolution 2010-120)
- V-25-10 Phillip & Cari Tuma, a request for a variance to allow a six (6) foot tall fence over 50% opaque to be constructed within a front yard where a fence over 50% opaque is not permitted to exceed four (4) feet in height within a front yard. (504 2nd Street NW) (Request Denied) (Resolution 2010-137)
- V-26-10 Raymond & Karen Hoflock, a request for a variance to allow a deck to encroach 9.5 feet into a corner side yard setback where an uncovered deck is only permitted to encroach 4 feet into a corner side yard setback. The uncovered deck is setback 16.5 feet from the property line where a 21 foot setback is required. (1225 18th Avenue Court) (Resolution 2010-138)

PP-27-10 Lynn Bruns, on behalf of Broich Invest and LCI Group, Inc., a request for
FP-28-10 Preliminary and Final Plat approval of Lyndale Commons, a two lot commercial plat. The property is located at 2055 Lyndale Avenue north and is described as Part of the Southwest Quarter of the Southwest Quarter, Section 24, T110-R21W, Faribault, Rice County, Minnesota. (Resolution 2010-122)

CUP-24-10 Rice County, a request for a Conditional Use Permit to allow public buildings and structures, including a jail, on property zoned C-3, Community Commercial District. (2119 Highway 60 W) (Resolution 2010-126)

August 3

IUP-30-10 Mark Tressider on behalf Minnesota Municipal Power Agency (MMPA), a request for an interim use permit to allow exterior storage area for a gas turbine exhaust stack that was used with the simple cycle plant. The applicant is requesting a three year term for the interim use permit. (4100 Park Avenue) (Resolution 2010-148)

V-32-10 Raymond & Dawn Snesrud, a request for a variance to allow a six (6) foot tall fence over 50% opaque to remain within a front or corner side yard where a fence over 50% opaque is not permitted to exceed four (4) feet in height within a front yard. Also, a request for a variance to not require the finished side of the fence to face the exterior of the property where the finished side of the fence is required to face the exterior of the property. (914 Orchard Heights Court) (Resolution 2010-149) (Finished Side Out Request Denied) (Resolution 2010-150)

CUP-33-10 Mark Cervenka, a request for a conditional use permit to construct a 30' x 32', 960 square foot garage in a rear yard. (908 Westwood Drive) (Resolution 2010-151)

August 17

A-31-10 Jay P. Valentyn, Cedar Lake Electric Inc., a request to annex and zone 1.12 acres of land currently located in Wells Township for commercial purposes. (20700 Bagley Avenue) (Ordinance 2010-13)

September 7

V-34-10 Gregory Ebel, a request for a conditional use permit and a variance to allow for
CUP-35-10 construction of a 30' x 40', 1200 square foot garage. The conditional use permit is to allow an increase in the square footage of the garage. The variance is to allow the garage to increase to 1200 square feet where only 1080 square feet is permitted. (1300 9th Avenue SW) (Resolution 2010-165 & 166)

V-36-10 Darrell Jensen, a request for a variance to allow two (2) units on a 6,625 square foot lot where a 9,600 square foot lot is required for property zoned R-3, Medium Density Residential District. (715 3rd Avenue NW) (Request Denied) (Resolution 2010-167)

September 21

- CUP-37-10 Steve Mottl, a request for a conditional use permit to construct a 336 square foot addition to a 24' x 30', 720 square foot garage. The completed garage will be a 24' x 44', 1056 square foot garage in a rear yard. Code allows a garage up to 1080 square feet by conditional use permit. (1660 Glynview Trail) (Resolution 2010-184)
- VE-38-10 Lynn Bruns, I & S Group, on behalf of Shattuck St. Mary's, a request for vacation of a drainage and utility easement located along the common lot line of Lot 1 and Lot 2, Block 1, SHATTUCK-ST. MARY'S SCHOOL ADDITION, Faribault, Rice County, Minnesota. (Ordinance 2010-15)

October 5

- CUP-39-10 Lynn Bruns, I & S Group, on behalf of Shattuck St. Mary's, a request for an amendment to a conditional use permit to allow for construction of a 100' x 100' tension fabric structure to the south of the existing ice arena in the area of the northernmost tennis court. The applicant is also requesting an extension to upgrade the building elevations on the original ice arena. (1500 Shumway Avenue) (Tabled)
- FP-40-10 Northern Partners LLC and SAGE Electrochromics, Inc., a request for Final Plat approval for SAGE HVM-1 Expansion, a one lot and one outlot plat for industrial development. The applicant is proposing to reduce the wetland buffer area around the wetland through a MnRAM assessment. The property is located west of Park Avenue N, east of I-35, and north of the existing SAGE plant and is described as Outlot A Northern Industrial Park 6th Addition. (Resolution 2010-203)

October 19

- CUP-39-10 Lynn Bruns, I & S Group, on behalf of Shattuck St. Mary's, a request for an amendment to a conditional use permit to allow for construction of a 100' x 100' tension fabric structure to the south of the existing ice arena in the area of the northernmost tennis court. The applicant is also requesting an extension to upgrade the building elevations on the original ice arena. (1500 Shumway Avenue) (Resolution 2010-202)
- CUP-41-10 Lynn Bruns, I & S Group and Richard Christensen, Partners & Sirny architects, on behalf of Legacy Golf Corporation, a request for an amendment to a conditional use permit for the Legacy Planned Unit Development. The applicant is requesting the amendment to allow for construction of a clubhouse and associated buildings. The resolution being amended is Resolution 96-55. (1515 Shumway Avenue) (Resolution 2010-210)

TA-42-10 The City of Faribault, a request for a text amendment to Article 3, Appendix B, Faribault Code of Ordinances regarding the Heritage Preservation District. The amendment pertains to the painting of unpainted brick. (Ordinance 2010-16)

December 21

LUP-44-10 Mark Gulbrandson, Gulbrandson Real Estate LLLP, a request for an amendment to the Future Land Use Plan to identify this property as Highway Commercial. The property is currently identified as Medium Density Residential. Also, a request for rezoning of real property from I-1, Light Industrial District to C-3, Community Commercial District. (1920 5th Street NW) (Ordinance 2010-18)