

**Meeting Minutes**  
**New Prague Planning Commission**  
**Wednesday, May 28, 2014**

**1. Call Meeting to Order**

The meeting was called to order at 6:30 p.m. by Planning Commission Chair Bob Gilman with the following members present: Jay Nuhring, Dan Meyer, John Roos and Mark Bartusek. No members were absent.

City Staff Present: Ken Ondich – Planning Director

**2. Approval of March 26, 2014 Regular Meeting Minutes**

It was moved by Meyer, seconded by Roos, to approve the March 26, 2014 regular meeting minutes with a correction noted on the end time of the public hearing to be one hour later. Motion carried (5-0).

**3. Old Business**

**A. None.**

**4. New Business**

**A. Conditional use Permit Request #C2-2014 – Limited Duration Temporary Housing Facility for Homeless Families – Mayo Clinic Health System, applicant**

Planning Director Ondich presented the staff report. He stated that Mayo Clinic Health System – New Prague is proposing to re-use a property they own at 305 Columbus Ave. N. for a limited duration temporary housing facility for homeless families. He stated that the property is zoned RL-70 Single Family Residential and has the appearance of a single family home despite its historical past use as a convent for the former Queen of Peace Hospital nuns who occupied the structure up until about four years ago and that it has been vacant since that time. He stated that the structure contains eleven bedrooms, four bathrooms, two common living areas on the main floor and a full kitchen in the basement but noting that the proposed use would only use the five main floor bedrooms, bathrooms, common living areas and the basement kitchen for volunteers to prepare meals. He stated that the program that would operate in the building is called Families Moving Forward Southwest which is a program of the Beacon Interfaith Housing Collaborative which provides temporary housing for families experiencing homelessness. He stated that up to five families and no more than 16 people total would arrive at the site at 5PM on a Sunday, are served a meal, sleep at the site, are served breakfast by volunteers and leave the site by 7AM on a SmartLink transit bus to the day center at Shepherd of the Lake Church in Prior Lake. He stated that they would arrived each night at 5:45PM and the cycle continues until the week is over. He stated that visitors

are not allowed at the site and parents must watch and be with their children at all times and at least two volunteers including one being awake at all times are on site as well. He stated that the applicant is looking for approval to have the program operate up to twelve weeks per year and that the site would be vacant the other 40 weeks. He stated that other sites in Scott and Carver County would provide housing during the other times and that the goal of the program is to move participating families out of the program and into permanent housing. He noted that there are no homeless shelters in Scott or Carver County at this time. He stated that limited duration temporary housing facilities are not specifically listed as a conditional use in the RL-70 single family residential zoning district although the Zoning Ordinance allows for uses not specifically listed to be considered if they otherwise meet the criteria for granting other conditional use permits in the same district. He stated that adjacent property is zoned RL-70 but which includes the hospital, private school, church and an apartment building directly to the north in the RM Medium Density Residential Zoning District with additional single family homes to the south and east. He stated that the area is not a typical single family district because three of the four corners of the intersection are conditional uses at this time. He stated that staff does not have parking or transportation concerns as SmartLink Transit would bring participants to and from the site and volunteers have ample parking in the adjacent Mayo lot or on-street. He stated that refuse would be kept in an existing enclosure on the site which meets ordinance requirements and that the existing site is well landscaped and screened to the single family residential home to the east with large trees, shrubs and a fence. He stated that Building Official Chad Lunder and Jerry Plagge from the State Fire Marshal's division have reviewed the building and note that the windows in the bedrooms must have 4.5 sq. ft. of opening for egress and that smoke and CO detectors must be provided prior to occupancy as well as making access to the second level inaccessible. He stated that Police Chief Vosejka submitted a letter which states that he has no safety concerns for the neighborhood or community related to the proposal because of background checks and the constant monitoring of the program participants. He noted that City Attorney Scott Riggs stated that the conditional use permit process for the review is appropriate and the City Council retains the authority to approve or deny the request. He stated that staff recommends approval of the proposed request with the findings and conditions listed in the staff report.

The public hearing was opened at 6:51PM.

Mary Higgins, on behalf of the Families Moving Forward Southwest program and resident at 3497 W. 240<sup>th</sup> Street, Jordan, MN, stated that she was in attendance to answer any questions that the Planning Commission might have. She handed out a list of 107 volunteers they have to support the program and that the list of volunteers was continuing to grow among the three churches involved in supporting the program which are St. Wenceslaus, Holy Trinity and New Day Church. She noted that she had met with the residents of Queens Court to explain the program and answer questions and also held a neighborhood open house on May 13<sup>th</sup>. She said that from the open houses they coordinated they had obtained sixteen signatures of adjacent residents who attested to the following statement "I have attended a presentation on the Families Moving Forward program that will be using the house at 305 Columbus Ave. N. My questions have been answered, and I have no objections." The signatures included Clifford Barta at 311 Columbus Ave. N. #102, Elsie Tupy at 300 Columbus Ave. N. #105, Diane McClintock at 309 2<sup>nd</sup> Street NE, Bill and Sally Bauer at 209 Columbus Ave. N., Ruth Weinandt at 310 2<sup>nd</sup> Street NE, Linda Rahn at 26301 Baseline Ave., Lois Henry at 311 Columbus Ave. N., Mary Harris at 311 Columbus Ave. N., Valeria Wolf at 311 Columbus Ave. N., Cathy Ruter at 311 Columbus Ave. N. Apt. 104, Art & Hazel Kohout at 311

Columbus Ave. N. Apt. 116, Mamie Tuma at 311 Columbus Ave. N., Jaqueline Kralek at 311 Columbus Ave. N., Burdie Breiner at 4400 248<sup>th</sup> St. W., Heidi Trachte (no address listed) and Michael Breiner at 4400 248<sup>th</sup> St. W.

The public hearing was closed at 6:54PM.

Commissioner Bartusek stated that he knows there is concern about the proposal by some people and that he believes it very important to note that Police Chief Vosejka provided a letter stating that he does not have concerns about the proposal. He added that he believed New Prague was a community always willing to help out those in need and that it's worth a shot for the approval and that the permit could be revisited if it doesn't work out.

Commissioner Nuhring asked what the children staying at the site would do on weekends.

Mary Higgins stated that children can go to the parks in town as long as they are supervised by their parents.

Commissioner Nuhring asked if the building is furnished.

Mary Klimp, representing Mayo Clinic Health System New Prague, stated that they had continued to maintain the building for the past few years and had recently installed a new roof and made other repairs and upgrades for the occupation of the structure for the program. She stated that the building is not completely furnished with the assistance of the volunteers.

Commissioner Bartusek stated that he toured the building a couple of weeks ago and stated that it is in good shape.

Commissioner Gilman asked if there was a schedule for the program and when they would be in New Prague.

Mary Higgins stated that a schedule through 2014 is completed but that the 2015 schedule is not yet available.

Commissioner Meyer asked what would be found in a background check that would disqualify someone from participating in the program.

Mary Higgins stated that the program guidelines specifically list the items that includes a history of domestic abuse or criminal activities and that two different background checks are completed on potential program participants.

A motion was made by Bartusek, seconded by Nuhring, to recommend that the City Council approve Conditional Use Permit #C2-2014 to allow a limited duration temporary housing facility for homeless families to locate in an existing building at 305 Columbus Ave. N, in the RL-70 Single Family Residential Zoning District as proposed by Mayo Clinic Health System – New Prague, for the following reasons:

- A. The proposed use will not create an excessive burden on existing parks, schools, streets and other public facilities which serve the area because the use will generate only one drop off and pick up per day of those staying at the site and all participating

families will continue to keep their children in the schools they had previously been enrolled in.

- B. The use is sufficiently compatible with the surrounding area which is a mix of a hospital, church, private school, apartment building and single family homes and is also screened from the single family home directly to the east by an existing fence and large trees and shrubs so that the existing homes in the area will not be depreciated in value.
- C. The site and existing structure have the appearance of any typical residential home in the area thereby not having any adverse effect on the residential area because of its appearance.
- D. The use is reasonably related to the overall needs of the City and to existing land use, as it will provide the City's first limited duration housing facility for homeless families and is located in an area of the City which is zoned RL-70 Single Family Residential but which is adjacent to other non-residential uses in the same zoning district as a transition back to typical single family dwelling uses to the south and east.
- E. The proposed use is consistent with the purposes of the Zoning Ordinance and the purposes of the RL-70 Single Family Residential Zoning District as the proposed use is less intensive of a use and is more residential in nature than many of the listed conditional uses which includes hospitals, schools and healthcare facilities.
- F. The proposed use is not in conflict with the Comprehensive Plan of the City because the Comprehensive Plan designates this property as being located within the RL-70 Single Family Residential Zoning District which provides for a number of similar non-residential uses as conditional uses such as hospitals, schools and healthcare facilities, all of which are more intensive uses than the proposal.
- G. The proposed use will generate little traffic other than that of a daily pick up and drop off via bus for the participants and some volunteers to the site via personal vehicle and therefore will not cause traffic hazard or congestion
- H. Adequate utilities and access roads have been provided to the site and no changes are necessary for the proposed use.

And with the following conditions:

1. The proposed use is limited to operate no more than a total of 12 weeks per calendar year. Weeks may be allowed in a continuous duration not to exceed 4 consecutive weeks in a row without a break of at least one week in-between.
2. The number of families allowed to occupy the site each week will be limited to no more than five (5) and no more than a total of sixteen (16) residents at a time.
3. The use of the building for the proposed use is limited to the basement kitchen and the main floor which includes two bathrooms, two common living areas and five bedrooms.
4. Occupancy of the building for participating families is limited to the hours of 5:00PM to 7:00AM Monday through Friday with occupancy allowed during all hours on Saturdays and Sundays.
5. Background checks are required for all adults with families who wish to participate in the program and shall meet the eligibility requirements required by the BEACON/Families Moving Forward program.

6. Program volunteers or staff must remain on site during all hours that program participants are present in the building and one volunteer or staff person must remain awake during all sleeping hours.
7. The building must meet all requirements of the Minnesota State Building Code and State Fire Marshal's Division prior to occupancy.
8. Serious law enforcement calls regarding activities the proposed use could lead to revocation of this Conditional Use Permit.

Motion carried (5-0).

## 5. Miscellaneous

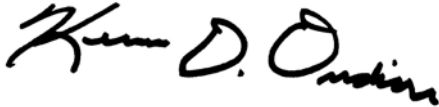
The following miscellaneous items were reviewed as information only:

- A. Monthly Business Update – Planning Director Ondich provided the Monthly Business update to the Planning Commission that had been provided to the EDA earlier in the month.

## 6. Adjournment

A motion was made by Roos, seconded by Bartusek to adjourn the meeting at 7:09 PM. Motion carried (5-0).

Respectfully submitted,

A handwritten signature in black ink that reads "Kenneth D. Ondich". The signature is written in a cursive style with a large initial 'K' and 'O'.

Kenneth D. Ondich  
Planning Director