

**PLANNING COMMISSION
CITY HALL COUNCIL CHAMBERS
APRIL 7, 2014
6:30 P.M.**

AGENDA

- I. CALL TO ORDER
- II. CONSENT AGENDA
 - A. Minutes (page 1)
- III. NEW BUSINESS
 - A. Variance Request - Vogelpohl & Lewis (page 4)
 - B. Concept Plan – Fuchs Farms (page 12)
 - C. Preliminary Plat – Fuchs Farms (page 15)
 - D. Variance Request – CentraCare Health – Paynesville (page 19)
 - E. Housing Study (page 29)
 - F. June Meeting Dates (page 70)
- IV. OLD BUSINESS
 - A. Building Official Status - Update
- V. INFORMATIONAL
 - A. Next Meeting – May 5, 2014
 - B. Building Permit Reports – To be distributed at the meeting.
- VI. ADJOURN

Please contact Renee Eckerly at 320-243-3714 ext. 227 or at renee@paynesvillemn.com if you can't attend the meeting.

Members: Dan Roberts, Darlene Loven, Ron Mehr, Bob McDaniel, and Donavan Mayer. Advisory Member: Renee Eckerly

This agenda has been prepared to provide information regarding an upcoming meeting of the Paynesville Planning Commission. This document does not claim to be complete and is subject to change.

BARRIER FREE: All Paynesville Planning Commission meetings are accessible to the handicapped. Attempts will be made to accommodate any other individual need for special services. Please contact City Hall (320) 243-3714 early, so necessary arrangements can be made.

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Planning Commission

Committee/Council Meeting Date: April 7, 2014

Agenda Section: Consent

Originating Department: Administration

Item Number: II - A

ITEM DESCRIPTION: Minutes

Prepared by: Staff

COMMENTS:

Please review the minutes from the January 6, 2014 Planning Commission meeting.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to approve the minutes from the January 6, 2014 Planning Commission meeting.

**MINUTES
PLANNING COMMISSION**

JANUARY 6, 2014

Chairman Dan Roberts called the meeting to order at 6:30 p.m. Members present were Ron Mehr, Darlene Loven, Donavan Mayer, and Bob McDaniel. Also present was Advisory Member Renee Eckerly, City Administrator and Amber Young, Social Media Specialist.

Motion was made by Loven to approve the minutes of the September 23, 2013 Planning Commission meeting. Seconded by McDaniel and unanimously carried.

ELECTION OF OFFICERS

Mayer will be re-appointed by the Council, to the Commission, on January 8, 2014 for a one year term.

Motion was made by Loven to appoint Roberts as Chair, McDaniel as Vice Chair, and Eckerly as Secretary. Seconded by Mayer and unanimously carried.

No terms needed to be set, but are outlined as follows:

Dan Roberts – term expires December 31, 2014

Darlene Loven – term expires December 31, 2015

Ron Mehr – term expires December 31, 2016

Bob McDaniel – term expires December 31, 2015

Donavan Mayer (Council Member) – term expires December 31, 2014

BUILDING INSPECTION SERVICES

PermitWorks

The Commission reviewed a proposal for PermitWorks; specialized computer software designed for tracking building permits, inspections, geobase & planning, licenses, and code enforcement. This is the same program that Inspectron, Inc. is using; therefore, the City could conduct a data conversion. The cost for the program is \$7,380.00 for 2014. The annual fee thereafter is \$1,495.00. It was asked if the program could be linked to the City's website as a read only to look up permits. The Commission did not want to spend a lot of money on a web link and Eckerly will research it if there is a need.

Replacement

Eckerly reported on a temporary replacement including reviewing job descriptions and wage examples. The Commission discussed hiring a person so that the City could establish bench marks and expectations. This is much easier with an employee than with a contractor. The Commission further discussed the cost to hire a person will be more possible than contracting with a company; if it can be done fiscally.

Open Permits

There is nothing in the current contract to force Inspectron, Inc. to close the old open permits. The Commission discussed why the Planning Commission is discussing the Building Inspector when the City Council makes the final decision.

NEXT MEETING

The next meeting will be February 3, 2014.

INFORMATIONAL

The Building Inspection services invoice and reports were distributed.

There being no further business the meeting was adjourned at 7:25 p.m.

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Planning Commission

Committee/Council Meeting Date: April 7, 2014

Agenda Section: New Business

Originating Department: Administration

Item Number: III - A

ITEM DESCRIPTION: Variance Request – Vogelpohl & Lewis

Prepared by: Staff

COMMENTS:

A Variance request has been submitted by Kelly Vogelpohl & Amanda Lewis of 305 Wendell St. They wish to erect an above ground swimming pool. They cannot meet the 30' set back from their east (side/front) property line (Stearns Ave.). According to the City Ordinance accessory structures must be set back 30' from their front property line; this property is on a corner; therefore, is double fronted. They are seeking a 17' foot variance. The owners already have a fenced yard and will have a ladder that can be locked in a position so that the pool is not accessible when not being used for safety reasons. They can meet all other zoning regulations.

Please review the attached Variance Application and Report & Recommendation Of Planning Commission On Application For Variance.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to approve the Report & Recommendation Of Planning Commission On Application For Variance.

CITY OF PAYNESVILLE
VARIANCE APPLICATION

221 Washburne Ave. ~ Paynesville, MN 56362
Phone: 320-243-3714 ~ Fax: 320-243-3713

List All Property Owners: Amanda Lewis + Kelly Vogelwohl

Contact Person: Kelly Vogelwohl

Address: 305 Wendell St

Telephone No.: 320-243-6195 Parcel No.: _____

Legal Description: Lot: E 70' 1-2-3-4 Block: 11 Addition: Gilbert's 2nd

ZONE: R1

EXISTING USE OF PROPERTY:
yard Residential

Application Fee: \$250.00
(non-refundable) These are the fees incurred per document: Advertising \$48.00 (average), Recording \$46.00 (actual), Postage \$33.00 (average), Legal \$123.00 (average), totaling \$250.00.

IS THE VARIANCE NEEDED TO REPLACE AN EXISTING STRUCTURE OR ADD AN ADDITIONAL STRUCTURE? add a swimming pool

IF REPLACING, IS THE EXISTING STRUCTURE NON-CONFORMING? _____

DESCRIPTION OF REQUEST: (use separate sheet if needed) We would like a 17 foot variance to place a swimming pool. The 17 feet would make it possible to avoid removing existing concrete and to keep the pool out of the walkway from our driveway to our door.

DRAWING OF PROPOSED VARIANCE: (use separate sheet)

Application Must Include:

- A site plan showing existing lot lines and dimensions as well as lot area, all easements, all public streets, and private right of ways bordering and adjacent to the site, the use and location of all adjacent property.
- The specific feature or features of the proposed use, construction, or development that requires a variance.
- Specific provisions of Ordinance from which a variance is sought and the precise variance there from being sought.
- Statement of characteristics of the property that prevent compliance with the provisions of the Ordinance.
- Legal description from abstract.
- Any written or graphic data required by the City Administrator.

Amanda Lewis

3-25-14

Kelly Vogelwohl

3-25-14
Date

All Property Owners Must Sign This Application

For office use only:

Application Fee: \$250.00 (non-refundable)

For office use only: Cash _____

Check No. 3742

Date Paid 3.25.14

Present To Planning Commission Date: 4/7/14 6:30 pm
Board of Adjustment Public Hearing Date: 5/12/14 6:30 pm

Board of Adjustment Set Public Hearing Date: 4/14/14 6 pm
Board of Adjustment Makes Determination Date: 5/12/14 6:30 pm

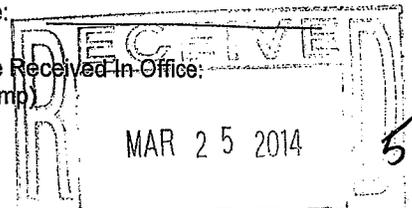
PLANNING COMMISSION ACTION:

Recommended to Board of Adjustment Approved _____ Denied _____ Date: _____

BOARD OF ADJUSTMENT ACTION:

Approved _____ Denied _____ Date: _____

Date Received In-Office: _____
(Stamp)



CITY OF PAYNESVILLE

RECH#: 00033820 3/25/2014 2:04 PM
OPER: FRONT TERM: 001
REF#: 3742

TRAN: 10.0100 VARIANCE FEE
LEWIS VOGELPOM: VARIANCE
VARIANCE FEES 250.00CR

TENDERED:	250.00	CHECK
APPLIED:	250.00	
CHANGE:	0.00	

Abstract of Title

To the following described Real Estate situated in

Stearns County

The East 70.00 feet of Lots One (1), Two (2), Three (3) and Four (4) in Block Eleven (11), of Gilbert's Second Addition to Paynesville, according to the plat and survey thereof on file and of record in the Office of the County Recorder, in and for Stearns County, Minnesota.

5

PLOT PLAN

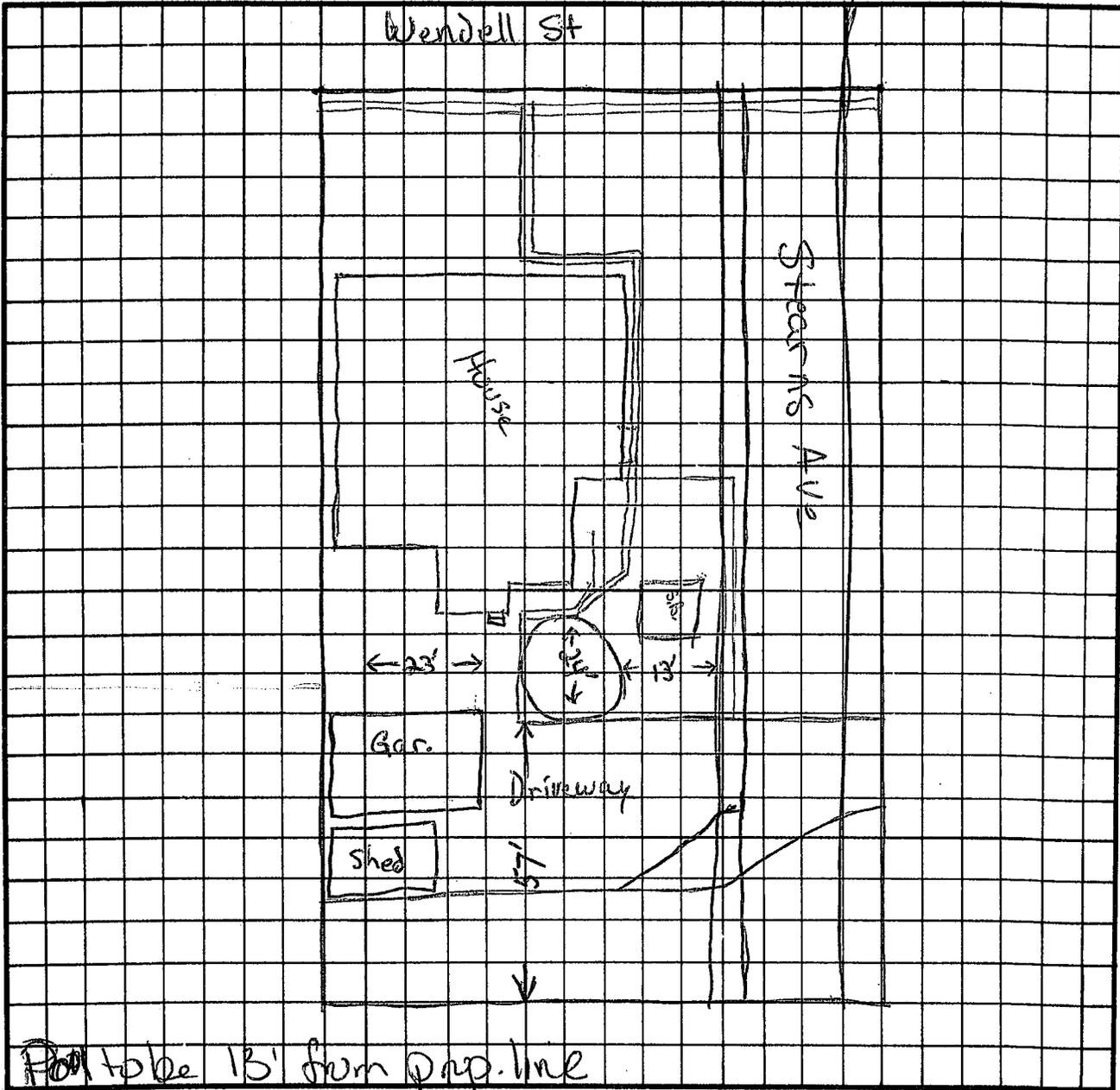
INSTRUCTIONS TO APPLICANT

THIS FORM NEED NOT BE USED WHEN PLOT PLANS DRAWN TO SCALE OF NOT LESS THAN 1"=20 ARE FILED WITH PERMIT APPLICATION (EACH BUILDING SITE MUST HAVE A SEPARATE PLOT PLAN.)

FOR NEW BUILDINGS PROVIDE THE FOLLOWING INFORMATION IN THE SPACE BELOW: LOCATION AND DIMENSION OF PROPOSED CONSTRUCTION AND EXISTING IMPROVEMENTS. SHOW BUILDING, SITE, AND SETBACK DIMENSIONS, SHOW EASEMENTS, FINISH CONTOURS OR DRAINAGE, FIRST FLOOR ELEVATION, STREET ELEVATION AND SEWER SERVICE ELEVATION. SHOW LOCATION OF WATER, SEWER, GAS AND ELECTRICAL SERVICE LINES. SHOW LOCATION OF SURVEY PINS. SPECIFY THE USE OF EACH BUILDING AND MAJOR PORTION THEREOF, LOCATIONS AND DIMENSIONS OF OFF-STREET PARKING STALLS.

○ INDICATE NORTH IN CIRCLE

GRAPH SQUARES ARE 5' x 5' OR 1" = 20'



PERMIT NO.	JOB ADDRESS
OWNER	

I/We certify that the proposed construction will conform to the dimensions and uses shown above and that no changes will be made without first obtaining approval.

SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT

(DATE)

Kelly

SIGNATURE OF OWNER (IF OWNER BUILDER)

3-25-14

(DATE)

SIGNATURE OF BUILDING AND ZONING OFFICIAL

DATE

WHITE — Office Copy YELLOW — Inspectors Copy PINK — Applicant

C

**REPORT & RECOMMENDATION OF PLANNING COMMISSION
ON APPLICATION FOR VARIANCE**

WHEREAS, the City Administrator has received a Variance application related to the following:

1) The property in question is located at 305 Wendell St., Paynesville, MN 56362.

2) The property in question is Tax Parcel No. 70.398925.0000, which parcel is legally described as follows, to-wit:

The East 70.00 feet of Lots One (1), Two (2), Three (3) and Four (4) in Block Eleven (11), of Gilbert's Second Addition to Paynesville, according to the plat and survey thereof on file and of record in the Office of the County Recorder, in and for Stearns County, Minnesota.

3) The property in question is zoned "R-1" – Single & Two Family Residential.

4) The property described above is owned by Amanda Lewis and Kelly Vogelpohl.

5) An appropriate application for a variance has been filed and the required fee has been paid.

6) The requested Variance seeks a waiver of the full setback requirement set forth in Chapter 11, Section 11.10, Subd. 3, which provides that all detached accessory buildings shall be setback a minimum of 30 feet from all street right-of-way lines, and the property owners request a variance from the strict requirement of that provision so as to allow placement of an above-ground pool to be set back 13 feet from the right-of-

way line of Stearns Avenue, thus requiring a 17 foot Variance from the strict application of the setback requirement of Chapter 11, Section 11.10, Subd. 3.

7) The Planning Commission has reviewed the request for Variance and recommends that the request be granted.

8) Notice of the public hearing on this request for Variance before the full Council, sitting as a Board of Adjustment was given to all interested parties notifying them of a hearing scheduled for May 12, 2014, at 6:30 p.m., at City Hall, 221 Washburne Avenue, Paynesville, MN 56362, said notice having been given in accordance with the requirements of the laws of the State of Minnesota, and Chapter 11 of the City Code of the City of Paynesville, by publication and by mailing individual notices to the owners of property within 350 feet of the parcel included in this request according to existing assessment records.

9) The Board of Adjustment finds that in this case the Variance is necessary to preserve the enjoyment of a substantial property right of the owner of the property similar to those possessed by other properties in the same district and in the same vicinity.

10) The authorization of this Variance will not be a substantial detriment to adjacent property and will not materially impair the intent and purpose of Chapter 11 of the City Code of the City of Paynesville, or the public interest or public safety. The Planning Commission finds that the

proposed use of the property is in harmony with the general purposes and intent of the ordinance and that the Variance sought by the property owner will not change the fact that the use of the property is in harmony with the general purpose and intent of the ordinance. The proposed use is a specifically allowed accessory use in an "R-1" District.

11) The Planning Commission is satisfied that the strict enforcement of the requirements of the zoning ordinance with regard to the setback from the street right-of-way would cause the owner practical difficulties with the use of the property primarily due to facts unique to the property that are not created by action or inaction of the owner, specifically the fact that the lot is relatively narrow, having total depth from the road right-of-way of approximately 70 feet.

12) The Planning Commission is satisfied that the Variance sought is consistent with the Comprehensive Plan.

NOW, THEREFORE, the Planning Commission recommends that this request for Variance be granted.

DATED: _____

PAYNESVILLE PLANNING COMMISSION

By: _____
Dan Roberts, Chairperson

ATTEST:

Renee Eckerly, City Administrator

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Planning Commission

Committee/Council Meeting Date: April 7, 2014

Agenda Section: New Business

Originating Department: Administration

Item Number: III - B

ITEM DESCRIPTION: Concept Plan - Fuchs Farms

Prepared by: Staff

COMMENTS:

A Concept Plan has been submitted by Urban & Dorine Fuchs & Family to plat their exiting property on Minnie Street into two parcels. There are a number of items that are currently being addressed with the hopes to have answers prior to or at the public hearing. Including, but not limited to who are the exact owners and whose signatures are actually required. Please review the attached Concept Plan.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to approve the Fuchs Farms Concept Plan and recommend such to the City Council.

**CITY OF PAYNESVILLE
 CONCEPT PLAN APPLICATION**
 221 Washburne Ave. ~ Paynesville, MN 56362
 Phone: 320-243-3714 ~ Fax: 320-243-3713

Name of Subdivision: Fuchs Farms

List All Property Owners: Urban + Darine Fuchs

Contact Person: Linda J Hennrichs POA

Address: 809 14th Ave S, St. Cloud, MN 56301

Telephone No.: (320) 293-2637 Parcel No.: 70.39242.005

Legal Description: Lot: _____ Block: _____ Addition: _____

- That part of NW 1/4 NW 1/4 15-122-32. See preliminary plat for full legal

Number of Lots: <p align="center">2</p>	Proposed Zone: <p align="center">R-1 - existing zone</p>
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- Concept Plan Must Include:**
- Concept Plan shall contain all information found in Section 12.06 Concept Plan Review, Subdivision 1, and Subdivision 2 found in the attached Ordinance No. 86, 2nd Series.
 - Submit application with one (1) reproducible 11"x17" copy of the Concept Plan at least ten (10) business days prior to the Regular Planning Commission meeting.

Linda J Hennrichs, POA

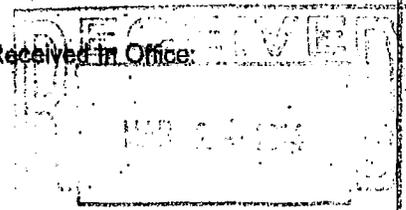
Signature of Applicant(s)

Date

For Office Use Only.

10/25/2005

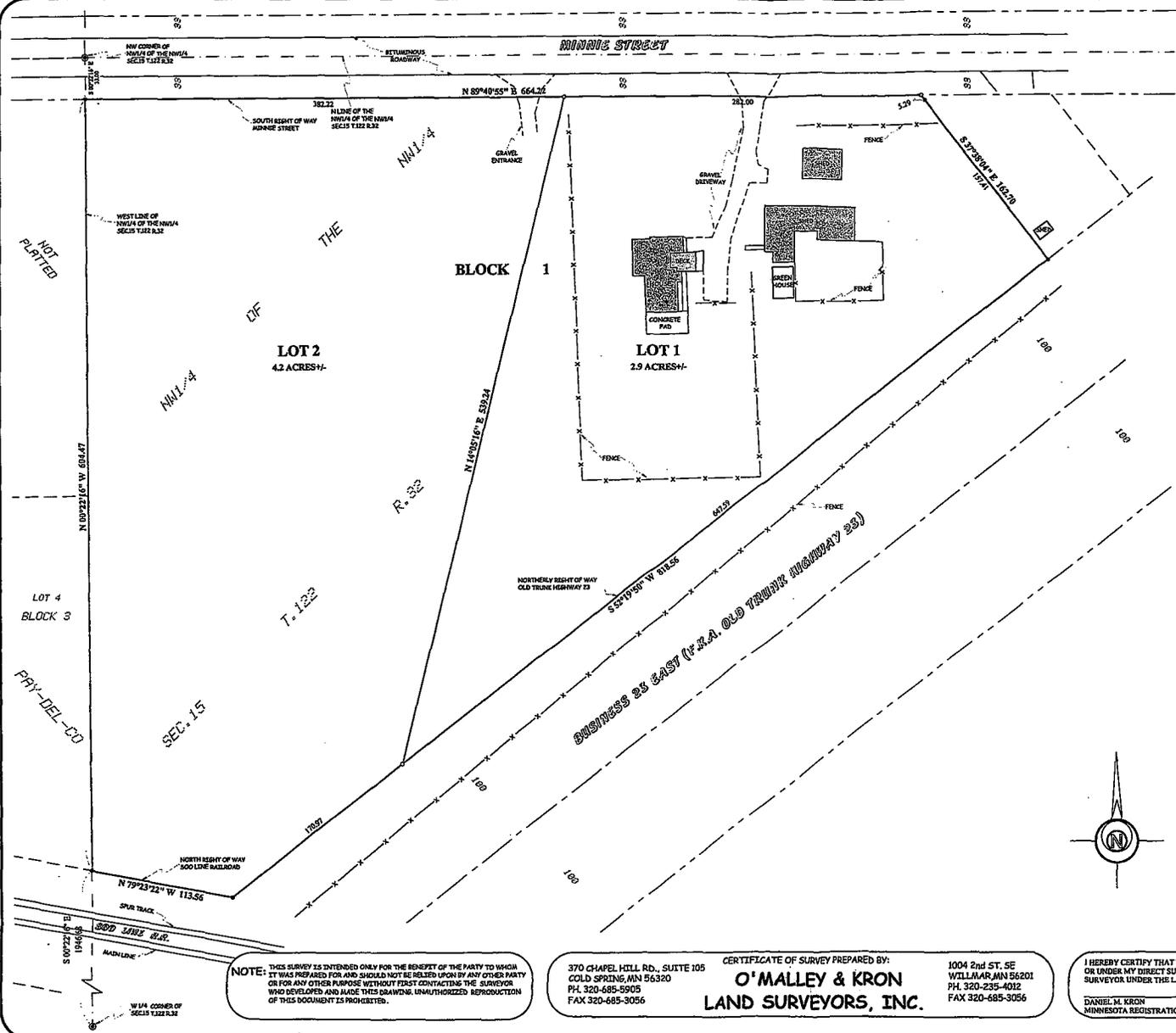
Date Application Received in Office:
(Stamp)



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**PRELIMINARY PLAT OF:
FUCHS FARMS**

CITY OF PAINESVILLE
STEARNS COUNTY, MN



LEGAL DESCRIPTIONS

Tract of land lying and being in the County of Stearns, State of Minnesota described as follows, to wit:

That part of the NW1/4 of the NW1/4 of Section 15, Township 122, Range 32, Stearns County, Minnesota, described as follows: Commencing at the Northwest corner of said NW1/4 of the NW1/4 thereof on an assumed bearing of South 00 degrees 22 minutes 16 seconds East, along the west line of said NW1/4 of the NW1/4, a distance of 23.00 feet, to the southerly right of way line of Minnie Street and the point of beginning of the tract to be described; thence North 89 degrees 40 minutes 55 seconds East along said southerly right of way line a distance of 664.22 feet, thence South 57 degrees 38 minutes 04 seconds East, a distance of 162.70 feet, to the southerly right of way of the road generally known as Trunk Highway 23, thence South 52 degrees 19 minutes 50 seconds West, along said southerly right of way line, a distance of 818.56 feet, to the southerly right of way line of the Soo Line Railroad; thence North 79 degrees 23 minutes 22 seconds West, along said southerly right of way line of the Soo Line Railroad, a distance of 113.56 feet, to said West line of said NW1/4 of the NW1/4, thence North 00 degrees 22 minutes 16 seconds West, along the west line of said NW1/4 of the NW1/4, a distance of 696.47 feet, to the point of beginning.

Subject to easement of record, if any.

NOTES:

Owner Name:
Mary Coleman
(202) 309 - 2294
3754 Cooney Road 136
St. Cloud, MN 56301

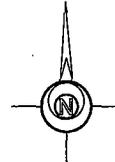
Surveyor:
Daniel M. Kron
(202) 685 - 5905
370 Chapel Hill Road,
Suite 105
Cold Spring, MN 56220

CERTIFICATE OF SURVEY PREPARED FOR:
MARY COLEMAN

JOB NO: 2013-224
FILE NAME: 2013-224.dwg
LOCATION: 15-122-032



- Legend
- INDICATES IRON MONUMENT PLACED
 - INDICATES IRON MONUMENT FOUND
 - INDICATES STEARNS COUNTY CAST IRON MONUMENT



NOTE: THIS SURVEY IS INTENDED ONLY FOR THE BENEFIT OF THE PARTY TO WHOM IT WAS PREPARED FOR AND SHOULD NOT BE RELIED UPON BY ANY OTHER PARTY OR FOR ANY OTHER PURPOSE WITHOUT FIRST CONTACTING THE SURVEYOR WHO DEVELOPED AND MADE THIS DRAWING. UNAUTHORIZED REPRODUCTION OF THIS DOCUMENT IS PROHIBITED.

CERTIFICATE OF SURVEY PREPARED BY:
**O'MALLEY & KRON
LAND SURVEYORS, INC.**

370 CHAPEL HILL RD., SUITE 105
COLD SPRING, MN 56320
PH. 320-685-5905
FAX 320-685-3056

1004 2nd ST. SE
WILLIAR, JAN 56201
PH. 320-235-4012
FAX 320-685-3056

I HEREBY CERTIFY THAT THIS SURVEY, PLAN OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

DANIEL M. KRON
MINNESOTA REGISTRATION NO. 41621

DATE: 07-30-13

SHEET 1 OF 1

14

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Planning Commission

Committee/Council Meeting Date: April 7, 2014

Agenda Section: New Business

Originating Department: Administration

Item Number: III - C

ITEM DESCRIPTION: Preliminary Plat – Fuchs Farms

Prepared by: Staff

COMMENTS:

A Preliminary Plat Application has been submitted by Urban & Dorine Fuchs & Family to plat their exiting property on Minnie Street into two parcels. Please review the attached application. There are a number of items that are currently being addressed with the hopes to have answers prior to or at the public hearing. Including, but not limited to who are the exact owners and whose signatures are actually required.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to set the Fuchs Farms Preliminary Plat Public Hearing for Monday, May 6, 2014 at 6:45 p.m.

CITY OF PAYNESVILLE PRELIMINARY PLAT APPLICATION

221 Washburne Ave. ~ Paynesville, MN 56362
Phone: 320-243-3714 ~ Fax: 320-243-3713

Name of Subdivision: Fuchs Farms

List All Property Owners: Urban & Dorine Fuchs

Contact Person: Linda J Henrichs POA

Address: 809 14th Ave S., St. Cloud, MN 56301

Telephone No.: (320) - 293 - 2637

Legal Description: ~~That~~ That part of the NW 1/4 of NW 1/4, SEC 15, T. 122, R.

32. See preliminary plat for full legal.

Number of Lots: 2 Lots	Proposed Zone: R-1 - existing	Application Fee: \$150.00 (non-refundable) These are the fees incurred per document: Advertising \$48.00 (average), Postage \$32.00 (average), Legal \$123.00 (average), totaling \$204.00.
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PRELIMINARY PLAT

- The application must contain all information found in Section 12.07 Preliminary Plat, Subdivision 1, and Subdivision 2 found in the attached Ordinance No. 86, 2nd Series.
- Submit application and fee with three (3) large and one (1) reproducible 8.5" x 11" copies of the plat at least ten (10) business days prior to the Regular Planning Commission meeting.

Linda J Henrichs POA

Signature of Applicant(s)

Date

For Office Use Only.
Application Fee: \$150.00

Cash _____

Check No. 5393

Date Paid 3.24.14

Present To City Administrator & Set Date for Public Hearing.

Planning Public Hearing Date: 5/6/14
6:45pm

Planning Comm. Set p.d. 4/7/14

Council Makes Determination Date: 5/12/14
6pm

PLANNING COMMISSION ACTION:

Recommended to Council

Approved _____

Denied _____

Date: _____

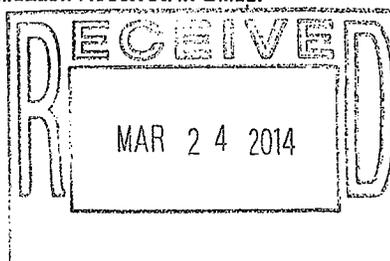
CITY COUNCIL ACTION:

Approved _____

Denied _____

Date: _____

Date Application Received in Office:
(Stamp)



CITY OF PAYNESVILLE

RECN: 00033819 3/25/2014 11:55 AM
OPER: FRONT TERM: 001
REFN: 5393

TRAN: 10.0500 PLATTING FEES
FUCHS FARMS PRELIMINARY PLAT
PLATTING FEES 150.00CR

TENDERED:	150.00	CHECK
APPLIED:	150.00-	
CHANGE:	0.00	

17

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Planning Commission

Committee/Council Meeting Date: April 7, 2014

Agenda Section: New Business

Originating Department: Administration

Item Number: III - D

ITEM DESCRIPTION: Variance Request – CentraCare Health – Paynesville

Prepared by: Staff

COMMENTS:

A Variance request has been submitted by CentraCare Health – Paynesville, 200 First St. West, Paynesville, MN. They wish to extend a vestibule to the north side of the building out to where the current MRI Trailer sits. They are further wanting permission to allow the trailer to be parked at its location on a more “permanent” basis. The current facility is non-conforming and does not meet the 25’ setback. The proposed vestibule would not meet the set back and is requiring a 16.4’ variance. The trailer also does not meet the setback as it will be right on the property line and is requesting a 25’ variance.

Please review the attached application and Report & Recommendation Of Planning Commission On Application.

ADMINISTRATOR COMMENTS:

The City requires that all parts of the facility and/or its extensions be placed within the property line boundaries.

COMMITTEE/COUNCIL ACTION:

Motion to approve the CentraCare Health – Paynesville Report & Recommendation Of Planning Commission On Application.

**CITY OF PAYNESVILLE
VARIANCE APPLICATION**

221 Washburne Ave. ~ Paynesville, MN 56362
Phone: 320-243-3714 ~ Fax: 320-243-3713

MAR 27 2014

List All Property Owners: CentraCare Health - Paynesville

Contact Person: David Larson - Director of Facilities Management

Address: 1406 6th Ave N. St. Cloud, MN 56303

Telephone No.: 320-255-5747 Parcel No.: 70.39331.0010

Legal Description: See Survey

ZONE: C-2 Highway Commercial

EXISTING USE OF PROPERTY:
Hospital, Clinic, Nursing Home

Application Fee: \$250.00
(non-refundable) These are the fees incurred per document: Advertising \$48.00 (average), Recording \$46.00 (actual), Postage \$33.00 (average), Legal \$123.00 (average), totaling \$250.00.

IS THE VARIANCE NEEDED TO REPLACE AN EXISTING STRUCTURE OR ADD AN ADDITIONAL STRUCTURE? Addition to Existing Non-Conforming Structure

IF REPLACING, IS THE EXISTING STRUCTURE NON-CONFORMING? N/A

DESCRIPTION OF REQUEST: (use separate sheet if needed)

See attached narrative

DRAWING OF PROPOSED VARIANCE: (use separate sheet)

Application Must Include:

- A site plan showing existing lot lines and dimensions as well as lot area, all easements, all public streets, and private right of ways bordering and adjacent to the site, the use and location of all adjacent property.
- The specific feature or features of the proposed use, construction, or development that requires a variance.
- Specific provisions of Ordinance from which a variance is sought and the precise variance there from being sought.
- Statement of characteristics of the property that prevent compliance with the provisions of the Ordinance.
- Legal description from abstract.
- Any written or graphic data required by the City Administrator.

David Larson
All Property Owners Must Sign This Application

03-26-14
Date

For office use only:

Application Fee: \$250.00 (non-refundable)

For office use only: Cash _____

Check No. 9547

Date Paid 3/27/14

Present To Planning Commission Date: _____

Board of Adjustment Set Public Hearing Date: _____

Board of Adjustment Public Hearing Date: _____

Board of Adjustment Makes Determination Date: _____

PLANNING COMMISSION ACTION:

Recommended to Board of Adjustment Approved Denied Date: _____

BOARD OF ADJUSTMENT ACTION:

Approved Denied Date: _____

Date Received In Office:
(Stamp)

CITY OF PAYNESVILLE

RECN: 00038821 3/27/2014 3:10 PM

OPER: FRONT TERM: 001

REFN: 9547

TRAN: 10.0100 VARIANCE FEE

CENTRACARE VARIANCE

VARIANCE FEES 250.00CR

TENDERED: 250.00 CHECK

APPLIED: 250.00

CHANGE: 0.00

**Variance Request
Proposed Vestibule Addition for New MRI Trailer**

CentraCare Health – Paynesville
200 West First Street
Paynesville, MN
March 26, 2014
Revised March 27, 2014

Background

CentraCare Health (CCH) is in the process of upgrading the MRI services provided at the Paynesville Hospital. Currently, an MRI trailer comes to the facility two times per week and is parked on the north side of the building. Generally, the trailer is parked over the weekend. This MRI service has been provided for over 20 years.

To provide a more consistent level of service, CCH plans to upgrade the MRI to a permanent mobile solution. This solution will include the following components:

1. Construct a new 340 sq. ft. vestibule at the existing building exit which will provide an accessible interior access to the MRI Trailer.
2. Construct a new slab-on-grade concrete pad for the MRI trailer adjacent to the new vestibule. The location will be similar to where the existing trailer is parked and be within the CCH property line.
3. Lease a new MRI trailer and park on a "permanent" basis. The license plate will remain on the trailer so it will continue to be considered as a "vehicle" rather than being considered a "building".
4. Provide a "flexible seal" between the new vestibule and the trailer to allow the trailer to periodically be picked up for servicing.

Zoning Information

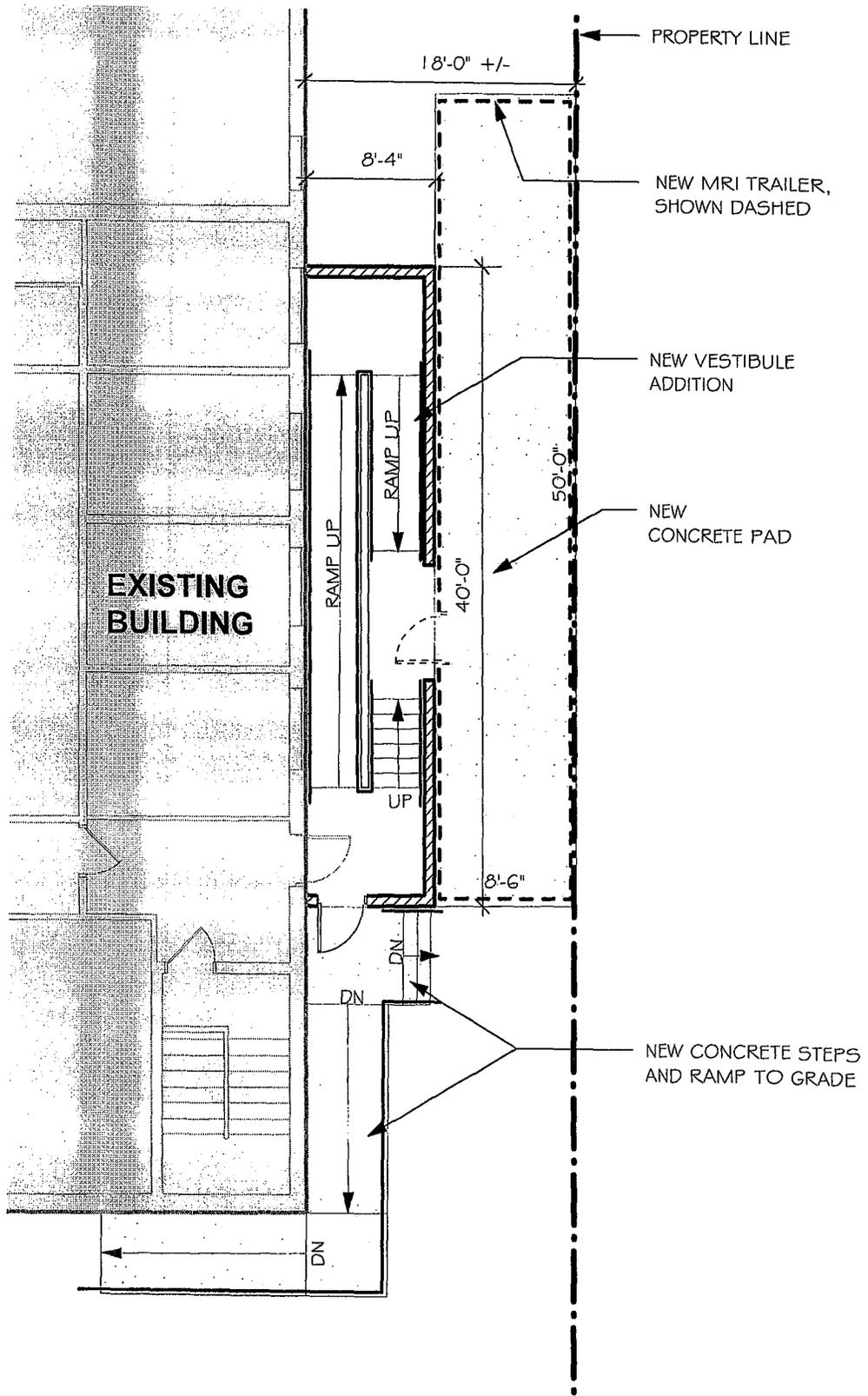
The hospital is located on a corner lot, so the First Street and Washburne Ave. sides of the building need to meet the front yard setback of 25 feet. The existing building setback to First Street is about 18 ft. The existing site area is approximately 426,650 sq. ft. The existing building area on the site is approximately 115,500 sq. ft. With the proposed 340 sq. ft. vestibule addition the building area would be 115,840 sq. ft. This would result in a building coverage ratio of 27.15%.

To provide the upgraded MRI services for their patients, CCH requests the following approvals:

1. Variance to reduce setback from 25 ft. to 9 ft. for construction of the new vestibule
2. Setback variance to allow parking of the MRI Trailer on the property line (zero setback)

15650 36TH AVENUE NORTH, SUITE 170
PLYMOUTH, MINNESOTA 55446

TEL 763-557-9081 / FAX 763-557-9233
PAUL MEYER ARCHITECTS.COM



VESTIBULE PLAN

1" = 10'-0"

03-26-14



Paul Meyer
ARCHITECTS, INC
 15650 36TH AVENUE NORTH, SUITE 170
 PLYMOUTH, MINNESOTA 55446
 TEL 763-557-9081 / FAX 763-557-9233

CENTRACARE Health
Paynesville

23

CERTIFICATE OF SURVEY
WEST CENTRAL LAND SERVICES, INC.

328 SW THIRD STREET P.O. BOX 230
 WILLMAR MINNESOTA 56201
 PHONE NO. (320) 235-9492
 FAX NO. (320) 235-9497

I HEREBY CERTIFY THAT THIS SURVEY, PLAN, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

REG. NO. _____ DATE _____

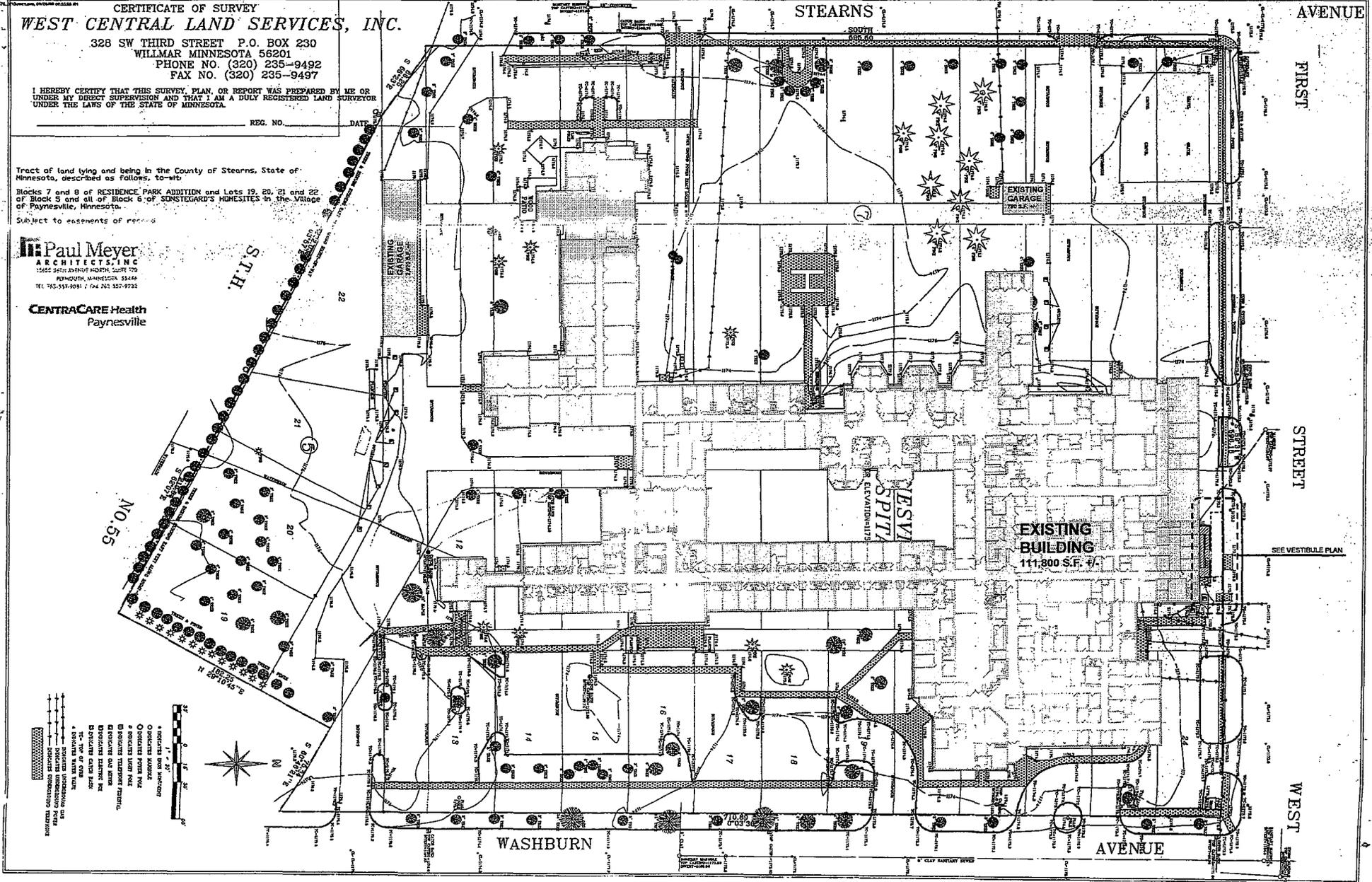
Tract of land lying and being in the County of Stearns, State of Minnesota, described as follows, to-wit:

Blocks 7 and 8 of RESIDENCE PARK ADDITION and Lots 19, 20, 21 and 22 of Block 5 and all of Block 6 of SONSTEGARD'S HOMESITES in the Village of Paynesville, Minnesota.

Subject to easements of record

Paul Meyer
 ARCHITECTS, INC.
 12455 24TH AVENUE NORTH, SUITE 100
 PAYNESVILLE, MINNESOTA 56468
 TEL: 763-537-9038 / FAX: 763-537-8732

CENTRA CARE Health
 Paynesville



25

REPORT & RECOMMENDATION OF PLANNING COMMISSION
ON APPLICATION FOR VARIANCE

1) The City Administrator has received a Variance application from CentraCare Health – Paynesville, dated March 26, 2014.

2) The property in question is located at 200 1st St. W., Paynesville, MN 56362.

2) The property in question is Tax Parcel No. 70,39331.000 which parcel is legally described as follows, to-wit:

Blocks 7 and 8 of RESIDENCE PARK ADDITION, and Lots 19, 20, 21 and 22 of Block 5, and all of Block 6 of SONSTEGARD'S HOMESITES in the City of Paynesville, Stearns County, Minnesota.

3) The property in question is zoned "C-2" – Highway Commercial District.

4) The property described above is owned by CentraCare Health – Paynesville.

5) An appropriate application for a variance has been filed and the required fee has been paid.

6) The requested Variance seeks a waiver of the front setback requirement of 25 feet from the right-of-way of First Street West, which is provided in Chapter 11 of the City Code, Section 11.41, Subd. 5(a). The Variance application seeks a Variance from the strict requirement thereof so as to allow construction of a 340 square foot vestibule to be setback 8'6" from the road right-of-way line of First Street West, and the construction of

a new slab-on grade concrete pad on which an MRI trailer will be parked on a "permanent" basis, although technically the MRI trailer will remain a motor vehicle and will be capable of being periodically picked up for servicing, said trailer will be located so as to be nearly abutting the road right-of-way, but entirely on the property of CentraCare Health and not encroaching upon the road right-of-way of First Street West.

7) The Planning Commission believes that the owner's proposed use of the property is reasonable and is a use permitted within a "C-2" - Highway Commercial District.

8) The land owner's proposed use is consistent with the use of the property as a hospital and modern requirements for hospital equipment. The owner's problem is due to the existence of other structures on the hospital campus in close proximity to the road right-of-way of First Street West, and the need to be able to bring this equipment in to the facilities on a semi-permanent basis and remove it periodically for servicing.

9) The Planning Commission finds that the Variance, if granted, will not alter the essential character of the locality.

10) The Planning Commission finds that the proposed use of the property is in harmony with the general purpose and intent of the zoning ordinance, and that the Variance as sought by the property owner will not change the fact that the use of the property is in harmony with the general

purpose and intent of the ordinance and the use for which this property is zoned.

11) The Planning Commission is satisfied that the strict enforcement of the requirements of the zoning ordinance with regard to the front setback would cause the owner practical difficulties with the use of the property and with maintaining a modern medical facility.

12) The Planning Commission finds that the proposed use of the property and the proposed Variance from the strict setback requirements of the zoning ordinance will not alter the essential character of the locality and do not create issues related to public safety.

13) The granting of the Variance is consistent with the Comprehensive Plan of the City of Paynesville.

NOW, THEREFORE, the Planning Commission recommends that this request for Variance be granted.

DATED: _____

PAYNESVILLE PLANNING COMMISSION

By: _____
Dan Roberts, Chairperson

ATTEST:

Renee Eckerly, City Administrator

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Planning Commission

Committee/Council Meeting Date: April 7, 2014

Agenda Section: New Business

Originating Department: Administration

Item Number: III - E

ITEM DESCRIPTION: Housing Study

Prepared by: Staff

COMMENTS:

Renee Eckerly will give a verbal report. Discuss whether to have a new study done or not. There is a Rural Feasibility Study Grant available through AgStar Financial Services, ACA to help fund the program.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to _____.

City of
Paynesville
Housing Plan

August 2008

The 2008 Paynesville City Housing Plan was developed by the Central Minnesota Housing Partnership.

Demographic, housing and employment data found throughout the study was provided by Admark Resources.

The 2008 Housing Plan was funded in part by the Initiative Foundation, a regional foundation and the Minnesota Housing Partnership.

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Executive Summary

The Central Minnesota Housing Partnership in collaboration with the City of Paynesville has developed the Paynesville Housing Plan to identify local housing conditions and to plan for future housing needs. The Initiative Foundation and the Minnesota Housing Partnership provided partial funding for this plan.

The purpose of the Housing Plan is to examine past demographic trends related to housing development in a community. Past demographic trends can effectively serve as a guide for communities when planning for future housing. The demographic trends examined in this Housing Plan include the following:

- Population and Households
- Household Income
- Employment
- Housing Data
- Housing Demand

It is important to note that the recommendations found within this study are based on housing conditions and research conducted at the time of the study and it does not take into account any external changes that would potentially change the outcome of the study. This would include such items as industry layoffs, governmental restrictions, zoning, etc. Also, data is collected at a point in time and therefore changes beyond this date are not reflected in the analysis.

The City of Paynesville has not experienced growth in population, but has experienced slight growth in the number of households between the years of 1990 and 2000. The population decreased by 8 individuals and increased by 52 households. The largest increase in population has been found in the 45-59 year old age group, with an additional 103 individuals.

Employment seems to be stable in the community and surrounding area, with some projecting employment levels to grow over the next few years. The largest employer is the Paynesville Hospital with approximately 419 employees. The median household income for the City in 2000 was \$34,000. The median housing value in the community was at \$72,500.

Housing data collected for the City indicates the City added approximately 57 units during the 1990's for a total of 984 units. The rental vacancy rate was 8.3% when 5 to 7% is considered a healthy rate and the owner-occupied rate was 1.6% with 1 to 2% considered a healthy rate.

Based on forecasted household growth, replacement needs and pent-up demand the City of Paynesville has a total housing demand to rehabilitate *79 units through 2012. Based on this need, the following development concept is recommended.

- 30-55 units of Single-Family Rehabilitation
- 10-15 units of Single-Family Homes starting at \$160,000
- 30-40 units of Multi-Family, 2-3 bedrooms, starting rent at \$800-\$1,000 (this rent includes utilities and is based on the average rent in the area)

Population and Household Data

Examination of Population and Household Trends from 1990-2000

The examination of population and households are a critical component of housing planning. Past patterns of growth help in the determination of future housing needs. Paynesville did not experience growth from 1990 to 2000 in population, but experienced a slight growth in the number of households. The population decreased by 8 individuals, a .4% decrease and the number of households increased by 52 households, a 6% increase. Stearns County experienced growth from 1990 to 2000 with a 12% increase in the population and a 20% increase in households.

Population and Household Projections

The projected numbers help determine the number of units needed. Also, the examination of the Study Area determines the influence these numbers may have on the city. The Study Area, see attached Map, includes the surrounding areas of Paynesville and the entire Paynesville zip code. The Study Area is an area determined by a consultant from Admark. The Study Area gives the housing plan a better perspective of the housing needs in the area.

Population

Table 1 illustrates population growth in Paynesville, the Study Area and Stearns County, between 2000 and 2012. All areas are expected to experience growth from 2000 to 2012. According to the projections, Stearns County will experience the greatest growth, followed by the Paynesville Study Area. Stearns County will experience a 7% increase. The Study Area and Paynesville will experience a 2% increase of individuals. The largest percentage increase from 2007 to 2012 will be in Stearns County.

Table 1: Population Projections

	Population Projections						
	2000	2007	2012	# Change 2000-2007	% Change 2000 to 2007	# Change 2007-2012	% Change 2007 to 2012
Paynesville	2,267	2,330	2,375	63	3%	45	2%
Stearns County	133,166	148,618	159,653	15,452	11%	11,035	7%
Study Area	5,822	6,032	6,134	210	4%	100	2%

US Census Bureau, MN State Demographer, Claritas, 2007

Households

All areas are expected to experience growth in households from 2000 to 2012. Stearns County will experience the largest percentage increase from 2000 to 2012. Paynesville is expected to gain 5 households from 2000 to 2007 and 5 households from 2007 to 2012.

Table 2: Household Projections

	Household Projections						
	2000	2007	2012	# Change 2000-2007	% Change 2000 to 2007	# Change 2007-2012	% Change 2007 to 2012
Paynesville	934	939	944	5	1%	5	1%
Stearns County	47,604	55,586	61,286	7,982	17%	5,700	10%

Study Area	2,196	2,376	2,465	180	8%	89	4%
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US Census Bureau, MN State Demographer, Claritas, 2007

Types of Households

Household composition is important when examining the current housing stock. The information can prove helpful when determining the need as well. In Paynesville, married couples make up the largest number of Family Households. In the Non-Family Households, people living alone make up the largest percentage. Households with individuals over the age of 65 make up approximately 20% of the total households. The average household size is 2.32 individuals and the average family size is 2.95 individuals.

Table 3: Types of Households-Paynesville

Types of Households in Paynesville		
	Number	Percent
	934	100%
Family Households	594	67%
Married-Couple Families	505	54%
Female Householder-no husband	63	7%
Non Family Households	340	36%
Householder Living Alone	307	33%
Householder 65 years and over	187	20%

2000 Census Data

Table 4: Types of Households-Stearns County

Types of Households in Stearns County		
	Number	Percent
	47604	100%
Family Households	32,129	68%
Married-Couple Families	3,592	56%
Female Householder-no husband	347	8%
Non Family Households	15,475	33%
Householder Living Alone	11,244	24%
Householder 65 years and over	3,985	8%

2000 Census Data

The household composition in Stearns County is similar to the City of Paynesville. The family and household sizes are slightly larger than in Paynesville. The average size of a family is 3.15 and the size of a household is 2.64.

Age of Households

For purposes of housing planning, it is very important to focus on what age groups have both increased and decreased. The average age of a first time homebuyer is 32 and historically this age group has constituted a large percentage of homebuyers. As of the past few years, individuals under 25 have increased in being first time homebuyers. Individuals in the 35-45 year old age group are more apt to rehab their existing homes rather than purchase a new home. The 45-54 age group, referred to, as "empty

nesters" are usually moving into a second home. And lastly, the 60 plus age groups are moving into townhomes or patio homes.

Table 5 breaks down the population by age from 1990 to 2000 for Paynesville. The largest increase in population was in the 45-59 year old age group, with an increase of 103 individuals. The second largest was in the 75-84 year old age group, with an increase of 48 Individuals. The largest decrease in population occurred in the 5 to 14 old age group group, with a loss of 89 individuals, followed by a loss of 68 individuals in the 35-44 year old age group.

Table 5: Age of Population-Paynesville

Paynesville	Age of Population		Change From 1990-2000	
	1990	2000	# Of Individuals Increased/Decreased	% Of Individuals Increased/Decreased
Under 5	163	154	-9	-5.52%
5 to 14	367	278	-89	-24.25%
15 to 19	159	153	-6	-3.77%
20 to 34	367	414	47	12.81%
35 to 44	339	271	-68	-20.06%
45 to 59	232	335	103	44.40%
60 to 74	331	306	-25	-7.55%
75 to 84	175	223	48	27.43%
Over 85	142	133	-9	-6.34%

Source: 1990-2000 Census Data

Table 6 breaks down the population by age from 1990 to 2000 for Stearns County. The largest increase in population was in the 45-59 year old age group, with an increase of 7,140 individuals. The second largest gain was in the 35-44 year old age group, with an increase of 4,911 Individuals. The largest decrease in population occurred in the 20-34 year old age group, with a loss of 2,175 individuals, followed by a loss of 474 individuals in the under five -year old age group.

Table 6: Age of Population-Stearns County

Stearns	Age of Population		Change From 1990-2000	
	1990	2000	# Of Individuals Increased/Decreased	% Of Individuals Increased/Decreased
Under 5	8983	8509	-474	-5.28%
5 to 14	19,102	19,161	59	0.31%
15 to 19	10,966	13,435	2469	22.52%
20 to 34	33871	31696	-2175	-6.42%
35 to 44	15352	20263	4911	31.99%
45 to 59	13885	21025	7140	51.42%
60 to 74	11101	12246	1145	10.31%
75 to 84	4152	5086	934	22.50%

Over 85	1,379	1,745	366	26.54%
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Source: 1990-2000 Census Data

Income Data

Household Income

Housing is directly affected by the area income. Since 1990, the median income in Paynesville has decreased at a slightly higher rate than the County. According to the 1990 Census, the City of Paynesville had a median household income of \$23,295, compared to Stearns County at \$27,512. During the 1990s, the Paynesville median income increased by approximately 46% while the County increased at approximately 54%. According to the 2000 Census, the City of Paynesville has a median household income of \$34,000, compared to Stearns County at \$42,426.

Table 7: Household Income-Paynesville

Paynesville	1990	2000	Change From 1990-2000	
			# Of Individuals Increased/Decreased	% Of Individuals Increased/Decreased
Less than \$10,000	181	102	-79	-43.65%
\$10,000 to \$14,999	89	142	53	59.55%
\$15,000 to \$24,999	199	129	-70	-35.18%
\$25,000 to \$49,999	331	327	-4	-1.21%
\$50,000 to \$74,999	70	163	93	132.86%
\$75,000 to \$99,000	2	62	60	3000.00%
\$100,000 to \$149,999	21	26	5	23.81%
Over \$150,000	0	11	11	0
Median Income	\$23,295	\$34,000	\$10,705	45.95%

Source: 1990-2000 Census Data

In 1990 and 2000, the largest number of households in Paynesville earned \$25,000 to \$49,999. The largest percentage increase was found in the \$75,000 to \$99,000 with a 3000% increase, followed by the \$50,000 to \$74,999 income bracket with a 133% increase. The lowest income bracket, less than \$10,000, experienced a decrease in individuals from 1990 to 2000.

In 1990 and 2000, the largest number of households in Stearns County earned \$25,000 to \$49,999 dollars per year. The largest percentage gain in incomes was in the \$75,000 to \$99,000 dollars per year. Stearns County experienced a decrease in individuals earning less than \$24,999.

Table 8: Household Income-Stearns County

Household Income

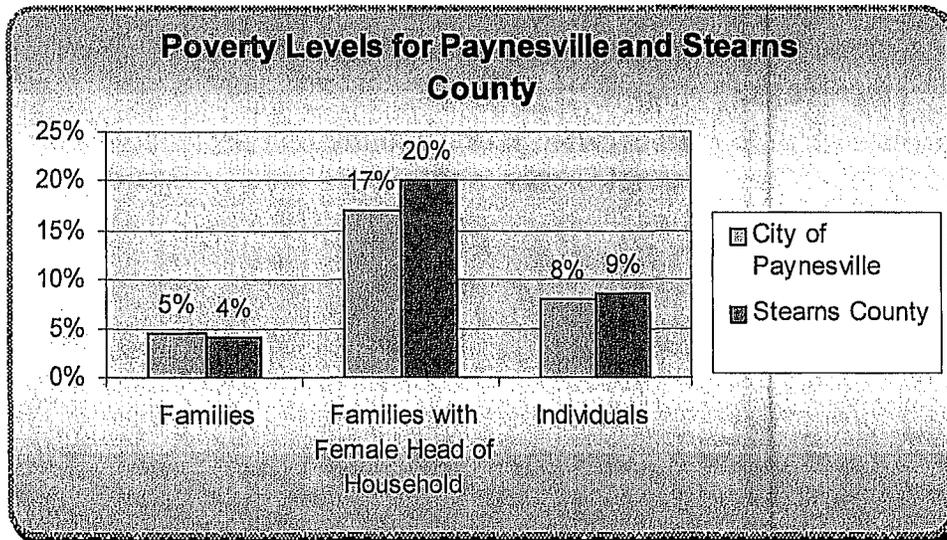
Stearns County	1990	2000	Change From 1990-2000	
			# Of Individuals Increased/Decreased	% Of Individuals Increased/Decreased
Less than \$10,000	5,841	3,323	-2518	-43.11%
\$10,000 to \$14,999	3,645	3,004	-641	-17.59%
\$15,000 to \$24,999	8170	6182	-1988	-24.33%
\$25,000 to \$49,999	15,404	15,687	283	1.84%
\$50,000 to \$74,999	4641	10,576	5935	127.88%
\$75,000 to \$99,000	1013	4715	3702	365.45%
\$100,000 to \$149,999	645	2791	2146	332.71%
Over \$150,000	389	1349	960	246.79%
Median Income	\$27,512	\$42,426	\$14,914	54.21%

Source: 1990-2000 Census Data

Poverty Levels

The two areas are similar when comparing poverty levels of families, female heads of households and individuals. Stearns County has a higher rate of poverty in both individuals and female heads of households and a lower poverty rate amongst families.

Table 9: Poverty Levels for Paynesville and Stearns County



Employment Data

Local Employers

Employment is a critical component to the local housing market and business expansions and lay-offs can have a substantial impact on the housing market. Table 10 illustrates employment information for the City.

Table 10: Paynesville Employers

Company	Year Started	Number of Employees	Full Time	Part Time	Average Wage	
Mastermark Plastics	1960	42	42	0	\$9.00	\$14.00
Paynesville Hospital	1957	419	295	124	\$5.00	\$16.00
Cenex	1953	22	14	8	\$7.00	NA
City of Paynesville	NA	20	16	4	\$14.00	NA
Paynesville School	NA	152	104	48	NA	NA
Louis Industry	1932	36	33	3	\$13.00	NA
Association of Milk Prod.	1969	85	80	5	\$13.75	NA
Paynesville Super Value	2005	55	0	55	\$6.75	NA
Averages	1962	103	73	30	\$9.79	NA

NA=Employer did not answer the question on the survey

Information regarding the local businesses and economic climate were gathered through a survey on June 21, 2007. A total of eight companies participated in the survey. The survey addressed both current and future company growth and the need for housing.

Half of the businesses surveyed reported their business has stayed the same over the past two years, however, three fourths of the businesses report they expect their company to grow in the next two years. None of the employers considered the local economic climate as excellent, but most believed the climate was either good or fair, with only one believing it's poor.

According to the survey, employers face several issues that have a negative affect on their businesses. Some of the issues include foreign competitors, the Highway 23 bypass construction and a shortage of qualified employees. Two of the employers believe a lack of affordable housing directly affects their ability to maintain and recruit new employees. Rental units and student housing are needed according to these employers.

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Employment By Industry/County

Covered Employment/Number of Employees

Table 11 illustrates covered employment by industry for Stearns County. This table represents the number of jobs in Stearns County, regardless of where the individual resides. Some categories such as some agricultural workers, railroad workers, student workers and elected officials are not included in the data. In addition, the table only lists the primary industries with data not available for every industry during the specified year. The total figure does represent all industries within the County even though not all industries are listed.

Table 11: Number of Employees Per Industry-Stearns County
Stearns County Number of Employees
2005-2006

	2005	2006	Number	Percentage
Natural Resources and Mining	660	692	32	5%
Construction	3,666	3,898	232	6%
Manufacturing	12,333	12,212	-121	-1%
Trade, Transportation and Utilities	17,596	18,024	428	2%
Information	1,474	1,140	-334	-23%
Financial Activities	3,732	3,841	109	3%
Professional and Business Services	6,225	6,608	383	6%
Education and Health	18,426	18,947	521	3%
Leisure and Hospitality	7,713	7,861	148	2%
Other Services	384	2,809	2,425	632%

Department of Employment and Economic Development

From 2005 to 2006, there was an increase in the number of employees in the Education and Health and Other Services. The increase was 521 and 2,425 employees respectively. In 2006, the Education and Health industry had the largest number of employees. Since 2005, only two industries have lost employees; Information industry, with a loss of 334 employees and Manufacturing with a loss of 121 employees.

Wages By Industry/County

Covered Employment/Wages

The Minnesota Department of Employment and Economic Development (DEED) also has information available on the average wages paid for covered employment by industry, which is illustrated in Table 12. DEED provides this information based on an average weekly wage, which was projected out to provide an annual average wage.

Table 12: Stearns County Wages

**Stearns County Wages
2005-2006**

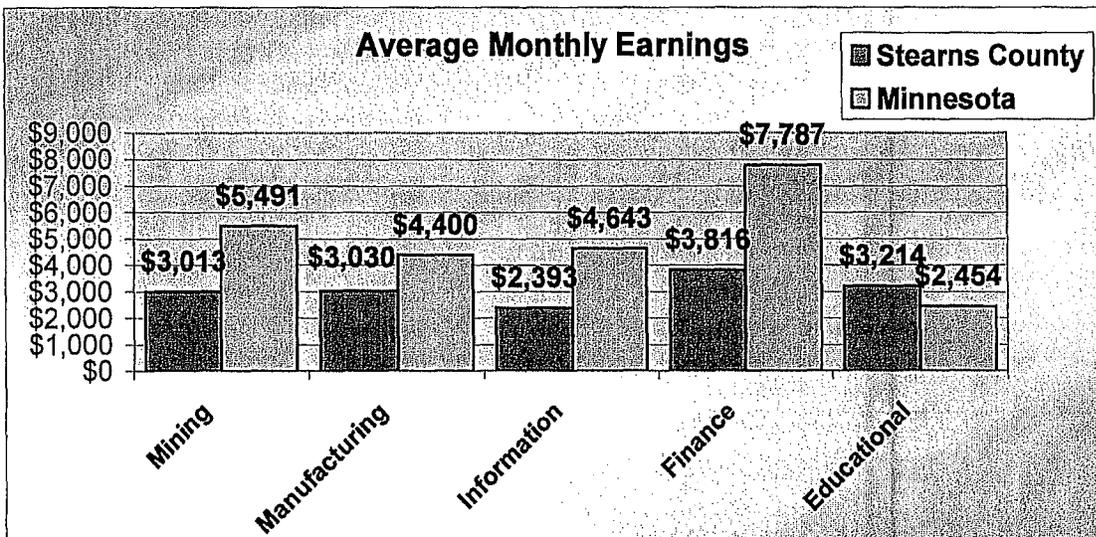
	2005	2006	Increase/Decrease Of Wages	Percentage Of Increase/Decrease Of Wages
Natural Resources and Mining	\$25,376	\$26,780	\$1,404	6%
Construction	\$40,664	\$43,368	\$2,704	7%
Manufacturing	\$36,192	\$39,000	\$2,808	8%
Trade, Transportation and Utilities	\$26,520	\$27,040	\$520	2%
Information	\$34,216	\$37,180	\$2,964	9%
Financial Activities	\$40,612	\$41,756	\$1,144	3%
Professional and Business Services	\$28,496	\$28,184	-\$312	-1%
Education and Health	\$41,548	\$43,628	\$2,080	5%
Leisure and Hospitality	\$10,348	\$10,660	\$312	3%
Other Services	\$19,344	\$20,280	\$936	5%

Department of Employment and Economic Development

In 2005, the highest wages were found in the Construction, Education and Health industries. From 2005 to 2006, the largest increase in wages was found in the Information industry with a 9% increase. Several other industries had slight increases in wages. The Professional and Business Services had a decrease in wages, with a -1% decrease.

Information that compared first quarter monthly wages in Stearns County and the State of Minnesota is found in Table 13. Stearns County workers earn less than workers throughout the State. For instance, in the Finance industry, Minnesota workers on the average earn more than twice that of a worker in Stearns County.

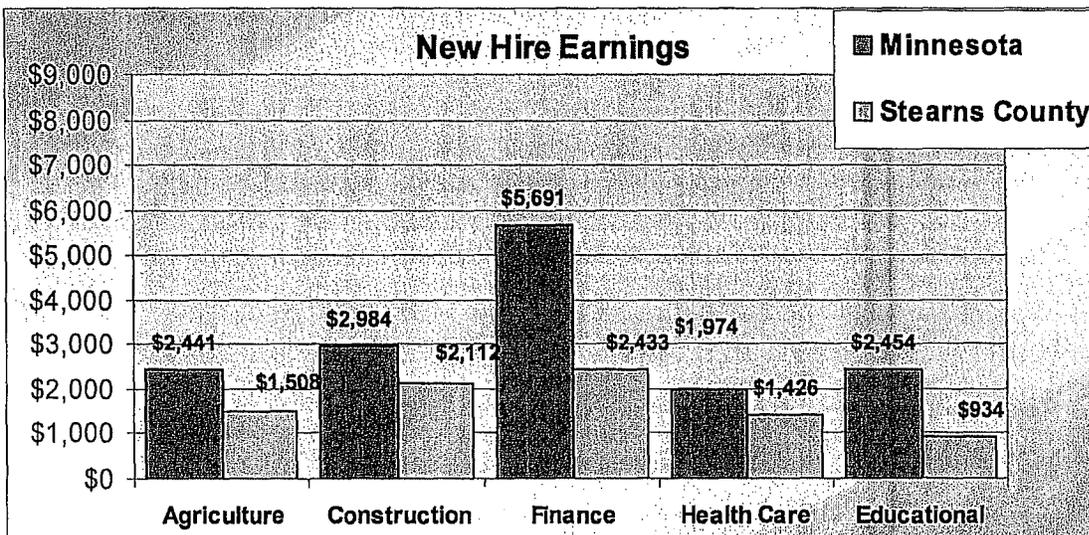
Table 13: Average Monthly Earnings-Stearns County



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The same information was gathered comparing the averages of new hire earnings. Minnesota workers earn more than Stearns County workers. In the Finance Industry, Minnesota workers are hired at twice the amount than that of Stearns County workers.

Table 14: New Hire Earnings for Stearns County



2006 LEHD State of MN County Reports

The State has higher new hire earnings as well. In the Finance Industry and the Educational Industry, new hires earned double the amount in Minnesota than in Stearns County.

Information was obtained about employment and the cost of living for Region 7W. Region 7W consists of Stearns County and the surrounding counties of Benton, Sherburne and Wright. In August 2006, to cover the cost of a family of four with two workers, each worker must earn at least \$12.12 per hour just to meet the basic needs. Forty two percent of the jobs in this region pay less than \$12.12 per hour. The cost of a single-parent family with one child must earn \$16.77 to cover their basic costs. Fifty four percent of the jobs in this region pay less than \$14.72.

Unemployment Rates

The unemployment rates for Stearns County is lower than both the Minnesota and United States unemployment rates. In 2004, Stearns County had a 3.9 unemployment rate, while the State of Minnesota was at 4.2 and the United States at 5.1. Fortunately, this pattern has continued from 2004 to the present time. Currently, Stearns County has a 4.4 unemployment rate, while the State and County have unemployment rates of 4.7 and 4.5 respectively.

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Table 15: Unemployment Rates-Stearns County



2007 MN Department of Employment and Economic Development

Labor Force

According to the Department of Employment and Economic Development in 2005, Stearns County's labor force has increased by 2,831 workers. The largest increase in the labor force occurred between 2004 and 2005.

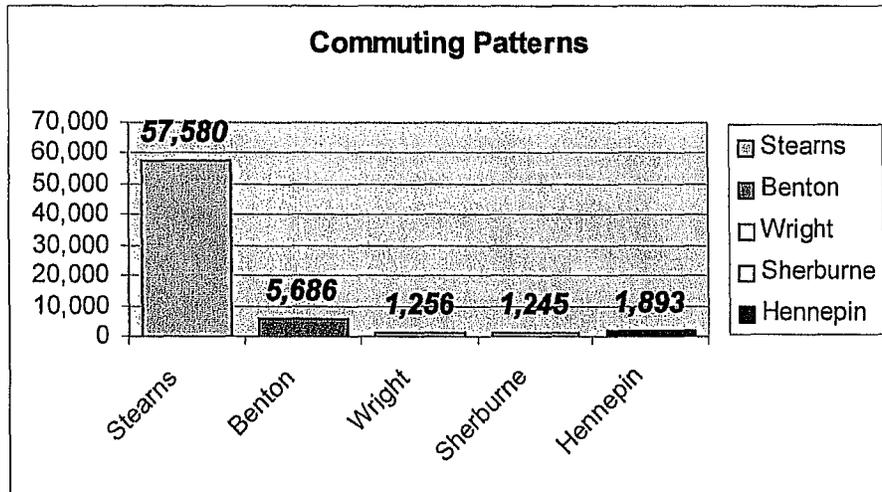
Table 16: Labor Force-Stearns County



Commuting Patterns

Information was available to determine the commuting and work patterns of people in Stearns County. The greatest number of people both live and work in Stearns County. Yet, people residing in Stearns County also commute to several other counties for employment. The chart below lists the destination of Stearns County employees.

Table 17: Commuting Patterns-Stearns County



2000 US Census Bureau

The mean travel time has increased since 1990 in both Paynesville and Stearns County. In Paynesville, the travel time increased by 6 minutes and in Stearns County by 3 minutes. In 2000, the mean travel time in Paynesville was 21 minutes and in Stearns County the time was 19 minutes.

Housing Data

Examination of Housing Trends from 1990-2000

Between 1990 and 2000, Paynesville added 104 housing units for a total of 57 units in 2000, which is approximately a 6% increase. Stearns County has added 6,485 housing units between 1990 and 2000 and had a total of 50,291 units in 2000.

Table 18: Housing Units-Paynesville and Stearns County

City/County	1990	2000	Change From 1990-2000	
			# Of Units	% Of Units
Paynesville	927	984	57	6%
Stearns County	43,806	50,291	6,485	15%

Source: 1990-2000 Census Data

Owner Occupied vs. Renter Occupied

In Paynesville, approximately 73% of the housing stock is owner-occupied and 27% is renter occupied according to the 2000 Census. Since 1990, the percentage of owner and renter-occupied units has continued to stay the same. In 2000, the homeowner vacancy rate was 1.6 % and the rental vacancy rate was 8.3%.

Table 19: Owner-Occupied vs. Renter-Occupied

Owner Occupied vs. Renter Occupied

Paynesville	1990	2000	Change From 1990-2000	
			# Of Units	% Of Units
Owner Occupied	635	679	44	7
Renter Occupied	247	255	8	3
Stearns County				
Owner Occupied	28,418	35,124	6,706	23
Renter Occupied	11,358	12,480	1,122	10

Source: 1990-2000 Census Data

In Stearns County, approximately 74% is owner-occupied and 26% is renter-occupied compared to 71% owner-occupied and 29% renter-occupied in 1990. In 2000, the County had 2,687 vacant housing units. Of the 2,687 units, approximately 1,373 were for seasonal, recreation or occasional use. The homeowner vacancy rate for Stearns County was .7% and the rental vacancy rate was 3.6%.

Building Permits

Table 20 illustrates building permit data for the City of Paynesville between 2001 and 2006. The city experienced growth in single-family permits from 2004 to 2005, with an increase of 8 permits, but then experienced a decrease in 2006. The city has issued a total of 78 single-family building permits since 2001, with the largest being issued in 2005. Since 2001, a total of 6 multi-family permits have been issued for a total of 26 units.

Table 20: Paynesville Building Permits

Paynesville Building Permits

Year	New Single Family Homes	Multi-Family Units	# Of Units
2001	11	4	18
2002	9	1	4
2003	6	1	4
2004	18	0	0
2005	26	0	0
2006	8	0	0
Total	78	6	26

City of Paynesville

Housing Loan Information

In Paynesville, the average loan amount to purchase a home is \$121,078 and in Stearns County it's \$130,008. The median income for people purchasing a home, including a manufactured home is \$48,500 for people living in Paynesville. In Stearns County, the median income of homebuyers is \$54,000. In Paynesville, homebuyers are utilizing mortgage loans by sub-prime lenders at a rate of 8% and in Stearns County the

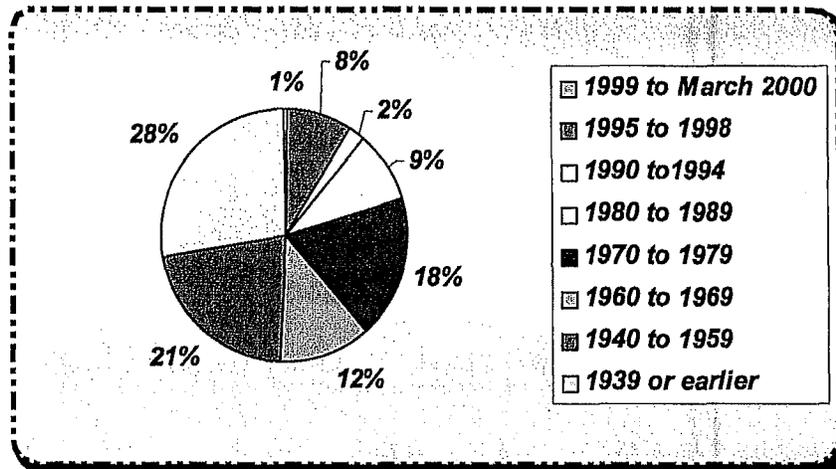
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rate is at 7%. The rate of homeowners refinancing their homes using sub-prime lenders in both Paynesville and Stearns County is at 20% and 15% respectively.

Age of Housing Stock

Table 21 illustrates the age of housing in the City of Paynesville and Stearns County based on information collected in the 2000 Census on the year housing was built. It should be noted that the total number of units found in this chart as well as the units in structure chart will not match the total housing units previously noted from the U.S. Census as this data is based on a sample count.

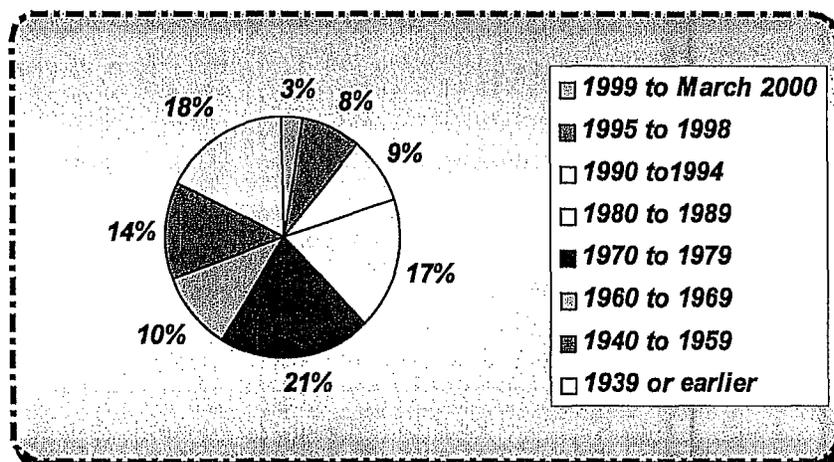
Table 21: Age of Housing Stock-Paynesville



2000 US Census Bureau

The City of Paynesville has an aging housing stock. The largest percentage (28%) of units was built before 1939. Units built between 1940 to 1959 comprised the second largest percentage (21%) of the housing stock. Only 1% of the housing stock was built between 1999 and 2000.

Table 22: Age of Housing Stock-Stearns County



2000 US Census Bureau

The largest percentage of housing stock (21%) in Stearns County was built from 1970 to 1979. The second largest stock (18%) was built before 1939. Only 3% of the housing stock was built from 1999 to 2000.

In Paynesville, the median year homes were built is 1960 and in Stearns County the median year is 1974.

Units in Structure

Table 23 illustrates the number of units in structures in Paynesville based on 2000 Census information. The largest percentage of units is detached, 1-unit. These units are 70% of the housing stock. The second largest segment is 10-19 units, which have a total of 276 units or 8% of the housing stock.

The largest numerical increase of units between 1990 and 2000 was in the 1-unit, detached, with an increase of 46 units. The second largest numerical increase was in the 1-unit, attached with an additional 30 units. The largest percentage increase was found in the 1-unit, attached with an increase of 200%.

Table 23: Units Per Structure-Paynesville

Units Per Structure

Paynesville	1990	2000	Change From 1990-2000	
			# Of Units	% Of Units
1 Unit, Detached	640	686	46	7.19%
1 Unit, Attached	15	45	30	200.00%
2 Units	35	26	-9	-25.71%
3-4 Units	10	26	16	160.00%
5-9 Units	15	44	29	193.33%
10-19 Units	87	76	-11	-12.64%
20 + Units	67	48	-19	-28.36%
Mobile Home	41	30	-11	-26.83%

Source: 1990-2000 Census Data

Table 24 illustrates the number of units in structures in Stearns County based on 2000 Census information. The largest percentage of units is 1-unit, detached, which makes up 72% of the housing stock. The second largest segment is 20 or more units, which have a total of 5,259 units or 11% of the housing stock.

Table 24: Units Per Structure-Stearns County

Units Per Structure

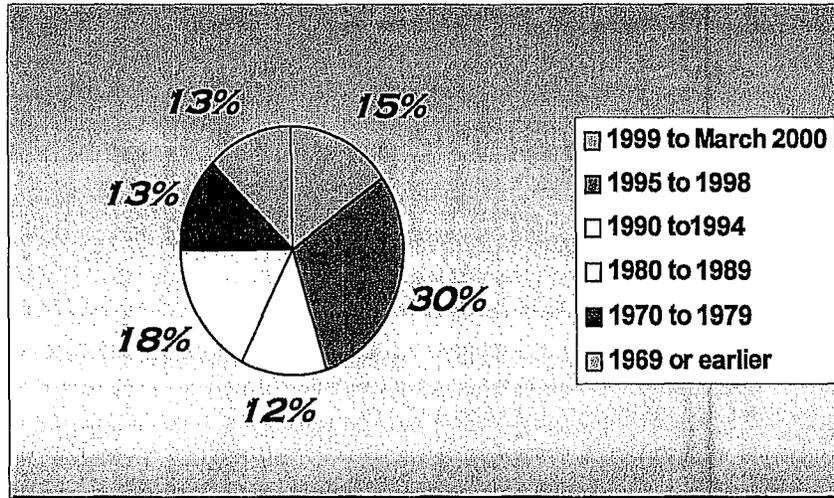
Stearns County	1990	2000	Change From 1990-2000	
			# Of Units	% Of Units
1 Unit, Detached	30,177	36,113	5936	19.67%
1 Unit, Attached	700	1,085	385	55.00%
2 Units	1166	974	-192	-16.47%
3-4 Units	918	950	32	3.49%
5-9 Units	1224	1333	109	8.91%
10-19 Units	2517	2590	73	2.90%
20 + Units	4376	5259	883	20.18%
Mobile Home	2181	1960	-221	-10.13%

Source: 1990-2000 Census Data

Year Householder Moved In

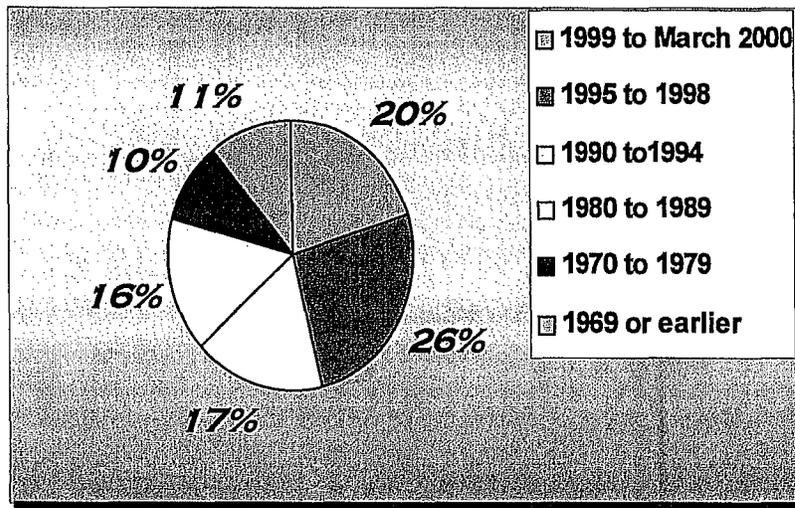
Table 25 illustrates the year householders moved into their current unit at the time of the 2000 Census. In Paynesville, the largest percentage of households moved into their unit between 1995 and 1998 at 30% followed by those between 1999 to March 2000 at 15%. In Stearns County, the largest percentage of households moved into their unit between 1995 and 1998 at 26% followed by those who moved in between 1999 to 2000 at 20%, see Table 26.

Table 25: Year Householder Moved In-Paynesville



2000 US Census Bureau

Table 26: Year Householder Moved In-Stearns County



2000 US Census Bureau

Value of Owner-Occupied Units

In Stearns County, the largest increase of units was in the \$100,000 to \$149,999 value category with an increase of 7,481 units. The next largest increase was in the \$150,000 to \$199,999 with an increase of 2,459 units. In 2000, the value of the units increased from \$61,300 to \$100,300.

Table 27: Value of Owner-Occupied Units-Stearns County

Value of Owner-Occupied Units

Stearns	1990	2000	Change From 1990-2000	
			# Of Units	% Of Units
Less than \$50,000	6,221	1,502	-4,719	-76%
\$50,000 to \$99,000	12,727	11,823	-904	-7%
\$100,000 to \$149,999	1,495	8,976	7,481	500%
\$150,000 to \$199,999	329	2,788	2,459	747%
\$200,000 to \$299,999	168	1,344	1,176	700%
\$300,000 to \$499,999	29	305	276	951%
More than \$500,000	0	66	66	0
Median Value	\$61,300	\$100,300		

2000 US Census Bureau

In Paynesville, the largest increase of units was in the \$50,000 to \$99,999 value category with an increase of 205 units. The next largest increase was in the \$100,000 to \$149,999 with an increase of 65 units. In 2000, the value of the units increased from \$46,200 to \$72,500.

Table 28: Value of Owner-Occupied Units-Paynesville

Value of Owner-Occupied Units

Paynesville	1990	2000	Change From 1990-2000	
			# Of Units	% Of Units
Less than \$50,000	340	88	-252	-74%
\$50,000 to \$99,000	229	434	205	90%
\$100,000 to \$149,999	5	70	65	1300%
\$150,000 to \$199,999	0	13	13	0
\$200,000 to \$299,999	0	5	5	0
\$300,000 to \$499,999	0	0	0	0
More than \$500,000	0	0	0	0
Median Value	\$46,200	\$72,500		

2000 US Census Bureau

Single Family Housing

Median Home Prices

Table 19 illustrates data produced by the Minnesota Department of Revenue on the median sales price of existing houses by County. The table illustrates information for both Stearns County and some of the surrounding Counties. It is important to note that the data is for the sale of existing houses and would therefore not include sales data for newly constructed units.

Table 29: Median Home Sales

Median Sales Prices of Existing Housing Units by County

	January 2000 to September 2001	January 2002 to September 2003	January 2003 to September 2004	January 2004 to September 2005	January 2005 to September 2006	Percent Change 2000-2001 to 2005- 2006	Percent Change 2003-2004 to 2005- 2006
Benton	\$112,500	\$134,700	\$141,400	\$152,150	\$161,500	44%	14%
Wright	\$149,000	\$176,000	\$189,000	\$205,000	\$214,015	44%	13%
Sherburne	\$146,900	\$173,165	\$185,500	\$199,000	\$210,425	58%	7%
Stearns	\$109,700	\$132,400	\$141,875	\$152,550	\$157,700	44%	11%

MN Department of Revenue

In 2000/2001 the median sales prices was \$109,700 for Stearns County. Wright County had the highest median sales prices at \$149,000. The median prices were lower in Benton and Sherburne counties.

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In 2005/2006 the median sales prices was \$157,700 for Stearns County. Wright County continued to have the highest median sales prices at \$214,015.

The largest percentage increase in home prices from 2000/2001 to 2005/2006 was in Sherburne County with a 58% increase. The largest percentage increase from 2003/2004 to 2005/2006 was in Benton County with a 14% increase in home prices.

Home prices continue to increase in the State of Minnesota. While these home prices continue to increase, the incomes do not increase at the same rate. For instance, from 1990 to 2000, home prices in Stearns County home prices increased by 32% while incomes only rose 15%. Also, a household would need to earn \$47,662 a year to afford a median priced home in Stearns County. Prices of homes and incomes need to be examined to determine appropriate types of housing.

Multiple Listing Information

Information was obtained from the Multiple Listing Service (MLS) to assess recent home sales in Paynesville. In November 2007, there were approximately 17 single-family homes on the market with an average price of \$276,806. The average number of days on the market is 187 days. Of the homes sold, the range has been from \$69,900 to \$699,900. The information from the realtor survey differed concerning the number of homes on the market. See below.

Table 30: Realtor Survey Results:

Current Number of Homes on the Market	30-50 homes
Average Listing Time for Homes on the Market	3-6 months
Average Price Received as a Percent of the Asking Price	90%-95%
Price Range for Lots in Paynesville	\$30,000 to \$50,000
Current Number of Available Lots	50

According to the two realtors surveyed, the price range for existing housing is from \$90,000 to \$230,000, with new construction ranging from \$155,000 to \$230,000. The buyers are half first time buyers and half repeat buyers. The major obstacle for developing housing is the lack of incentives from the city council.

Owner Costs

In the City of Paynesville, the median monthly owner costs were \$733 for those with a mortgage and \$234 for those without a mortgage. This is slightly lower than Stearns County at \$904 for those with a mortgage and \$250 for those without a mortgage. Approximately 59% of owner-occupied units in Paynesville had a mortgage compared to 68% in Stearns County.

Cost Burdened Households

According to the Housing and Urban Development, households that spend more than 30% of household income on housing are "cost burdened" or are devoting a disproportionate share of their budget to housing rather than on other necessities. "Severe Cost Burden" is defined as paying more than 50% of income on housing costs.

Information was also available from the 2000 Census on the monthly owner costs as a percentage of household income in 1999, (see Table 31). Approximately 4% or 22 of owner-occupied households in Paynesville pay 30% or more of their income towards monthly owner costs. It was higher for Stearns County at 5% and lower than the State at 16.6%. However, in Paynesville a larger percentage (11%) pay more than 35% of their monthly costs on housing. Stearns County has a lower percentage of households spending 35% or more on housing costs at 10%.

Table 31: Selected Monthly Costs-Paynesville
City of Paynesville

Selected Monthly Costs- As A Percentage of Income In 1999

Less than 15%	274	45%
15 to 19 Percent	136	22%
20 to 24 Percent	56	9%
25 to 29 Percent	53	9%
30 to 34 Percent	22	4%
35 Percent or More	64	11%

Source: 2000 Census Data

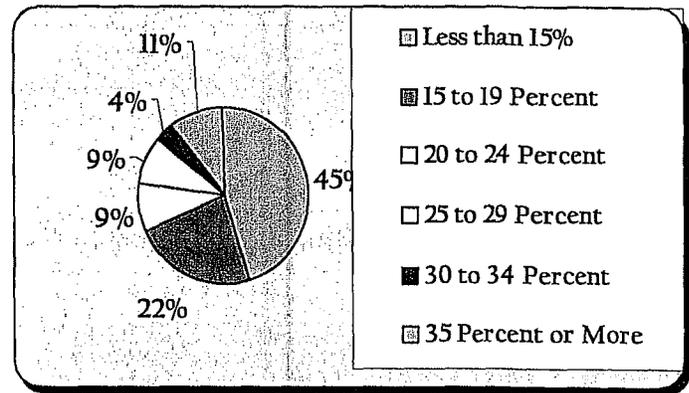
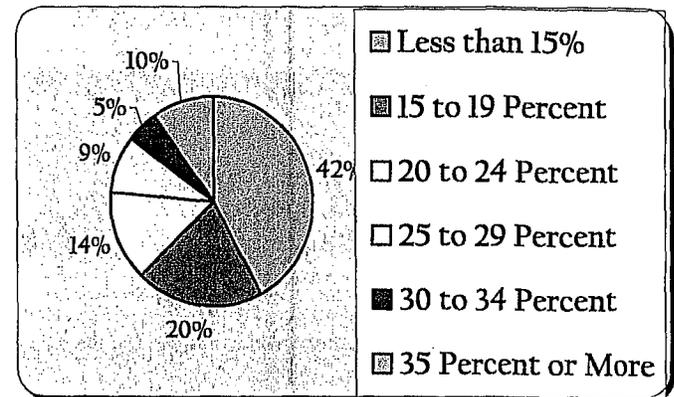


Table 32: Selected Monthly Costs-Stearns County

Stearns County Selected Monthly Costs- As A Percentage of Income In 1999

Less than 15%	11234	42%
15 to 19 Percent	5454	20%
20 to 24 Percent	3701	14%
25 to 29 Percent	2360	9%
30 to 34 Percent	1370	5%
35 Percent or More	2571	10%

Source: 2000 Census Data



Multi-Family Housing

A survey was conducted to examine different facets of the multi-housing stock in Paynesville. Total units, bedroom size and rent costs were just a few of the items listed below in the results table. According to the survey, there are a total of 231 multi-family units, 7 are studio, 121 are one bedrooms, 93 two bedrooms, 10 three bedrooms and there are zero four bedroom apartments. Only 8 of the total of 15 apartment buildings have current vacancies and one currently has a waiting list. The rents range from \$300 to \$793 for studios, \$295-\$898 for one-bedrooms, \$330-\$1,020 for two-bedrooms and \$600-\$1,090 for three-bedrooms. Over half of the apartments are market rate and three are designated for elderly only.

Table 33: Paynesville Multi-Family Survey Results

Multi-Family Survey Results

Apartment Name	Total Units	Year Built	Studio	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	**Type	Rent-Studio	Rent-1 Bedroom	Rent-2 Bedroom	Rent-3 Bedroom	Rent-4 Bedroom	Vacancies	Waiting List
Evergreen Estates	27	1978	0	22	5	0	0	US, E		\$310	\$330			3	0
Westview Apartments	8			8											
Edgewood Apartments	12			1	11			MR		\$365	\$465				
Valhalla Apartments	11	1976		4	6	1		MR		\$350	\$480	\$600		0	
Millstreet Apartments	12	1986			12			MR			\$435				
Twin Pine Apartments	7	1954		6	1			MR		\$295	\$425			4	
Lake Avenue Row Houses	8	2001		4	4			MR		\$760	\$780			1	
Stearns Place	29	1988		11	15	3		MR, E		\$885	\$1,020	\$1,090			16
Paynesville Apartments	17	1969		15	2			MR		\$400	\$500			6	
South Place Lot	16	1983		10	6			US		\$360	\$390			4	
Washburne Court	24	1967	2	18	4			MR, E	\$793	\$898	\$1,213				
South Street Court	8	1958			8			MR		\$495				0	
Ridgeview Court Townhomes	20	1998			14	6		TC		\$550	\$650			3	
Greenwing Estates	12	1982		11	1			E, HUD		\$360	\$390			1	
Plaza Apartments	20	1903	5	11	4			MR	\$300	\$350	\$400			7	
Total	231	1972	7	121	93	10	0		\$547	\$439	\$575	\$845	\$0	29	16

PH=Public Housing, MR=Market Rate, TC=Tax Credit, E=Elderly, US=FmHA/USDA

Gross Rent

Information was also available from the 2000 Census on gross rent paid per month by renters, which is illustrated in Table 34. According to the Census, the median gross rent paid in 2000 was \$397 per month. The largest share of households pay between \$300 and \$499 per month. The second largest share of households pay between \$500 and \$749 and \$200 to \$299, both at 38%. Table 35 reflects the gross rent from the Stearns County area. Both areas have the highest number of households paying \$300 to \$499 for rent.

Table 34: Gross Rent-Paynesville

Gross Rent of Rented Units

Paynesville	1990	2000	Change From 1990-2000	
			# Of Dollars	% Of Dollars
Less than \$200	63	22	-41	-65.08%
\$200 to \$299	63	38	-25	-39.68%
\$300 to \$499	79	133	54	68.35%
\$500 to \$749	40	38	-2	-5.00%
\$750 to \$999	0	20	20	#DIV/0!
\$1,000 or more	0	4	4	#DIV/0!
No Cash Rent	2	0	-2	-100.00%
Median Rent	\$284	\$397	\$113	39.79%

Source: 1990-2000 Census Data

Table 35: Gross Rent: Stearns County

Gross Rent of Rented Units

Stearns	1990	2000	Change From 1990-2000	
			# Of Dollars	% Of Dollars
Less than \$200	132	67	-65	-49.24%
\$200 to \$299	186	98	-88	-47.31%
\$300 to \$499	285	280	-5	-1.75%
\$500 to \$749	70	220	150	214.29%
\$750 to \$999	5	68	63	1260.00%
\$1,000 or more	7	7	0	0.00%
No Cash Rent	55	96	41	74.55%
Median Rent	\$313	\$446	\$133	42.49%

Source: 1990-2000 Census Data

Cost Burdened Renters

Information was also available from the Census on gross rent as a percentage of household income in 1999. In the City of Paynesville, approximately 4% of households pay 30% or more of their income for rent. This is slightly lower than Stearns County at 7% and less than the State of Minnesota at 35%. Both Paynesville and Stearns County have a higher percentage paying 35% or more for their housing costs at 32% and 24% respectively.

Table 36: Selected Monthly Costs-Paynesville
City of Paynesville

Selected Monthly Costs- As A Percentage of Income In 1999

Less than 15%	74	29%
15 to 19 Percent	37	15%
20 to 24 Percent	31	12%
25 to 29 Percent	21	8%
30 to 34 Percent	11	4%
35 Percent or More	81	32%

Source: 2000 Census Data

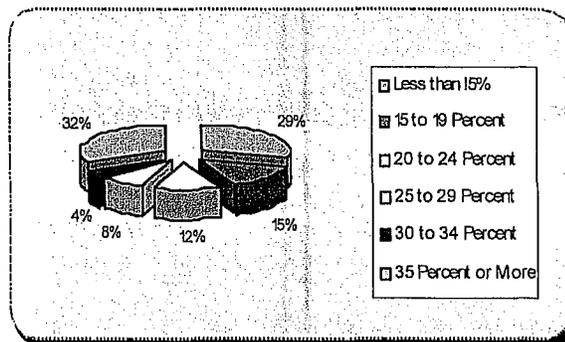
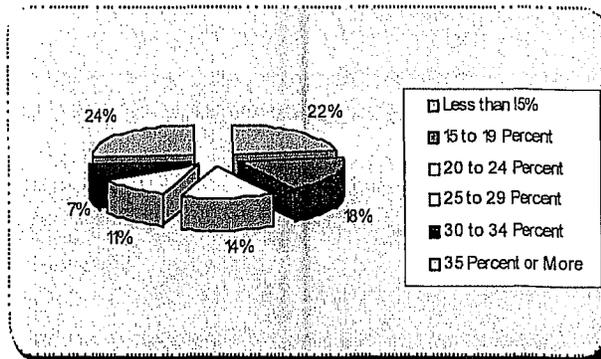


Table 37: Selected Monthly Costs-Stearns County
Stearns County

Selected Monthly Costs- As A Percentage of Income In 1999

Less than 15%	2639	22%
15 to 19 Percent	2093	17%
20 to 24 Percent	1669	14%
25 to 29 Percent	1326	11%
30 to 34 Percent	843	7%
35 Percent or More	2968	24%

Source: 2000 Census Data



Information was obtained concerning the rates of rent and income. In Stearns County, a household would need to earn \$23,280 to afford the fair market rent for a two-bedroom apartment (\$582/mo). A minimum wage worker would need to work 73 hours per week to afford Stearns County's fair market rent.

Paynesville Community Housing Survey – September 2007

Sent out 1,400 surveys with the Paynesville newsletter – Received 44 surveys back

General Demographics

The majority of people living in Paynesville own their own home (81%), followed by people who rent apartments (16%). The average number of people to reside in the home is two, with the largest population being 60 years and older. The largest percentage of people drives less than 15 miles a day to work. The largest percentage of annual incomes were found in the \$10,000 to \$20,000 range, followed closely by the \$50,001 to \$60,001 and \$70,000 or more annual income range. The majority of the people believed they could sell their home for over \$125,000.

Senior Housing

The majority of the people were not interested in new senior housing. Of the people that were interested in this type of housing, the largest percentage wanted Independent Senior Living with optional services at no extra cost. Some other services needed included: Meals, Activities, Transportation Services and Housekeeping.

Housing Assistance

According to the survey, half of the people did not believe there is a shortage of housing in Paynesville. The largest percentage of people surveyed believes there is a need for Single-Family Homes that cost between \$50,000 to \$100,000, followed by Handicapped-Assisted housing. For rental purposes, the majority believed Paynesville needed affordable two-bedroom family apartments.

Single Family Lots

The majority of the people would not consider building if lots were available in Paynesville. People did not know if there was a shortage of lots and an affordable price for a lot.

Rental Units (Apartments, Townhomes, Duplexes)

Over half of the people believed that Paynesville did not need more rental units.

Owned Units (Condominiums, Townhomes)

The majority of the people are not interested in owning condos or townhomes and do not believe there is a need for them as well.

Paynesville School District Survey:

The Paynesville School Districts were surveyed to see the number of new students enrolled in the school years of 2005 to 2008. This number would help determine the number of new households to reside in Paynesville. The results were as follows:

- 2005-2006: 54 new students
- 2006-2007: 49 new students
- 2007-2008: 53 new students

Housing Demand

The City of Paynesville has not experienced a growth in population since 1990. However, household growth has increased by 6% since 1990. Paynesville is expected to grow in both population and households from 2007 to 2012. The population growth rate has been very strong among the 45-59 year old age group. According to the 2000 Census, the City had a 1.6% homeowner vacancy rate and an 8.3% rental vacancy rate.

Development since 2000 has been focused on single-family development with 80 total building permits and 6 multi-family permits. Single-family development since 2000 has not been strong, with the largest increase occurring from 2003 to 2004 and the largest decrease occurring from 2005 to 2006.

As previously mentioned, the goal of the housing plan is to give an indication of approximate household growth and to examine what types of housing are needed to capture that growth and to fill any existing gaps. Housing demand for the community is calculated by utilizing a variety of factors. The first indicator is the expected household growth the community will be experiencing. A second indicator is pent-up demand, which calculates the units that are needed to meet past growth and to allow for healthy vacancy rates closer to 5% for rental units and around 1 to 2% for single-family units. A final indicator are replacement needs, which represents a need for new units to replace older dilapidated units that are not suitable for rehabilitation and are more economical to demolish than repair. This can also represent units that are functionally obsolete and not desirable by the market according to some feature.

Table 38
Housing Demand
2007 - 2012

Based On:

Forecasted Household Growth	31 units
Pent-up Demand	0 units
Estimated Replacement Needs	<u>48 units</u>
Total Housing Demand	79 units

- 30-55 units of Single-Family Rehabilitation
- 10-15 units of Single-Family Homes starting at \$160,000
- 30-40 units of Multi-Family, 2-3 bedrooms, starting rent at \$800-\$1,000

Funding Resources for Housing Activities

Minnesota Housing Finance Agency

To provide for a simplified and collaborative effort twice a year the MHFA issues a request for proposals through their two housing divisions: the HOMES Division which includes programs for home ownership, home improvement, and rehabilitation loans and the Multifamily Division. The RFP is a method where project no longer apply for specific programs but request funding for a specific housing development that meets a local housing need. These consolidated programs include some of the following resources in addition to some resources listed under the Greater Minnesota Housing Fund.

Housing Trust Fund

Three types of activities can be funded through the Housing Trust Fund including capital, operating subsidy (both operating support and project based rental assistance), and tenant based rental assistance. Funds are generally awarded in the form of a zero interest-deferred loan for construction, acquisition, preservation, and rehabilitation of low-income rental housing. Eligible applicants include a non-profit, for-profit organization, limited dividend entity, cooperative housing corporation, a local unit of government, an Indian Tribe, a Joint Powers Board established by two or more cities, individual, or a private developer. Note: Rules for this program are currently under review and are subject to change.

Economic Development and Challenge Program

This program includes the consolidation of the following programs: ARIF, MURL, Employer Matching Grants, and Community Rehabilitation Fund. The program provides grants or loans for the purpose of construction, acquisition, rehabilitation, construction financing, permanent financing, interest rate reduction, refinancing, and gap financing of housing that supports economic development activities or job creation in an area.

Minnesota Families Affordable Rental Investment Program (MARIF)

Provides a first mortgage or subordinated loan for the new construction or acquisition and/or rehabilitation, of permanent rental and permanent supportive housing with a minimum of four units. Units assisted with MARIF funds must be occupied by family households who at the time of initial occupancy are current or recent MFIP participants.

Innovative Housing Loan Program

Provides interim loan financing to housing developers to encourage the use of innovative construction methods, materials, equipment, design, marketing or financing in the rehabilitation or development of single or multi-family housing.

Low Income Housing Tax Credits

Low income housing tax credits provide reduced federal income tax liability for qualifying property owners who agree to rent to low and moderate-income tenants. The funds can be used for all costs associated with a residential development.

Historic Tax Credits

Any project utilizing historic tax credits must be a designated historic or a contributing member of a designated historic district to be eligible. They can only be used in conjunction with the rehabilitation or conversion of an existing structure.

Community Activity Set-Aside Program (CASA)

Provides lenders, local government and/or non-profit housing providers with set-asides of MHFA mortgage revenue bond funds to provide low interest rate financing for homeownership opportunities.

Other programs administered by MHFA that are not included in the RFP include:

HOME Program Rental Rehabilitation Grant Program

Provides grants by utilizing Federal HOME funds for the rehabilitation of existing rental properties. Funding is coordinated through a local administrator, which is the Central Minnesota Housing Partnership.

Deferred Loan Program

This program assists low-income homeowners in financing home improvements with 0% deferred loans. This program is available through local Community Action Agencies.

Great Minnesota Fix-Up Fund

This program provides low interest loans to assist homeowners in making housing improvements that increase the livability and energy efficiency of existing housing.

Greater Minnesota Housing Fund

Multi-Family Development Assistance

Three types of assistance can be provided for affordable multi-family rental housing. They include gap financing, interim financing and employer assisted housing. Gap financing provides 0 to 1% interest deferred loans with the term matching that of the project's first mortgage. Interim construction financing is available at a 0% interest rate for developers during the construction period. Finally, matching funds are available for multi-family projects that have a significant commitment from local employers.

Single Family Assistance

The Greater Minnesota Housing Fund has three programs; which fund activities related to single family homeownership and include gap financing, homebuyer education financing, and entry cost assistance. Gap financing is typically structured as a 0% interest, deferred second mortgage loans that are due on resale. Gap financing can be structured through different programs including the Building Better Neighborhoods Home Initiative, the New Home Construction Program, and Employer Assisted Housing.

GMHF also provides funding for pre and post purchase homebuyer counseling. The Central Minnesota Housing Partnership is the primary provider of homebuyer education in Central Minnesota.

Funding is also available to assist homebuyers with down payment and closing cost assistance. Entry cost assistance can include local down payment assistance programs, employer assisted housing, and partnering to participate in the MHFA Entry Cost Homeownership Opportunity (ECHO) Program.

Department of Trade and Economic Development

Community Development Block Grant – Small Cities Development Program

Local Units of Government are the applicant with the Local Unit establishing terms, target areas and uses. Eligible uses are acquisition and demolition, site improvement, rehabilitation, assessment abatement, down payment/closing costs, construction costs, and administration costs.

Redevelopment Grant

This program provides grants to development authorities (cities, counties, port authorities, HRAs, and EDAs) for land acquisition, demolition, infrastructure improvements, ponding, environmental infrastructure and other eligible redevelopment costs. Grants pay up to 50% of redevelopment costs for a qualifying site.

USDA Rural Development **Rural Housing Home Loan**

Provides fixed-rate loans to low to moderate-income families for new or existing single-family homes.

504 Program

Provides low-income homeowners with loans or grants to make necessary improvements. Grants are only available for very low-income households, 62 years or older.

Rural Rental Housing Loans

Provides funds to build, purchase, and repair apartments along with rental assistance for low-income residents.

Public Facilities Program

Grants and low interest loans for public facilities

Central Minnesota Housing Partnership

The Central Minnesota Housing Partnership offers a broad range of housing services. The following are some samples of the programs and services they offer including:

Home Rental Rehabilitation- CMHP administers these funds, which are used to assist owners of affordable apartments make needed repairs on their buildings.

Affordable Mortgage Products – CMHP now originates loans to better serve rural communities with affordable lending resources. CMHP works with local lenders to access more resources resulting in the most affordable payments possible.

Gap Financing – CMHP collaborates with the Greater Minnesota Housing Fund and local lenders to provide individuals/families experiencing an affordability/value gap with interest free financing.

Project Packaging and Technical Assistance – CMHP provides technical assistance to communities and organizations developing housing projects including new development, preservation, or rehabilitation. They also assist in assembling a financial package for the project including grant writing.

Minnesota Housing Partnership

Predevelopment Loan Program

Provides loans up to \$50,000 to cover a variety of expenses necessary to finance, design, or plan a housing project for low to moderate income persons prior to acquiring, constructing or rehabilitating a project. Some typical expenses may include architectural, engineering or other professional fees; processing and financing expenses; and consultant or staff costs related to project planning or funding proposals. All expenses covered through this loan program must be reimbursable by permanent development funders.

Federal Home Loan Bank

The Federal Home Loan Bank of Des Moines provides low-cost short and long-term funding and community lending to participating institutions. Funds are available for new construction gap funding, rehabilitation gap funding, homebuyer assistance, construction financing, and funding for infrastructure.

Other Resources

Community Action Agencies

Local Community Action Agencies have funds available through their weatherization program that can assist homeowners in making repairs that provide a more energy efficient home. Funds are typically available for both repairs and energy assistance. Many agencies also administer funds through MHFA's rehabilitation loan program.

Essential Function Bonds

Revenue Bonds issued by the City or an Authority of the City (EDA). The Bonds are sold to investors and are backed by "good faith" guarantees of the City. The funds can be used for any costs associated with the new construction or rehabilitation or conversion of residential rental property.

Tax Increment Financing

State law enables cities, port authorities, housing and redevelopment authorities, and economic development authorities to administer development, redevelopment, or rehabilitation activities that are financed by the increase in property taxes generated by

the activity. This tool can be used to redevelop blighted areas, construct low and moderate- income housing, along with many other development activities.

Habitat for Humanity

Central Minnesota has numerous Habitat for Humanity chapters that could potentially assist with housing projects. The Minnesota Affiliate list includes the following chapters:

Aitkin County Habitat for Humanity
Brainerd

Lakes Area Habitat for Humanity,

Carlton County Habitat for Humanity

Habitat for Humanity of Morrison County

Wright County Habitat for Humanity
St. Cloud

Central Minnesota Habitat for Humanity,

East Central Minnesota Habitat for Humanity serving Pine, Isanti, Chisago, Stearns and Mille Lacs County



Rural Feasibility Study Grant Program

The AgStar Fund for Rural America, the corporate giving program of AgStar Financial Services is proud to announce a Feasibility Study Grant Program. The purpose of the program is to fund feasibility studies that may result in economic development for rural areas in AgStar's service area.

The AgStar Fund for Rural America was created to demonstrate our support for agriculture and the rural communities within our service area. The trustees established the fund's mission as "enhancing life in agriculture and rural America." This special program underscores our dedication to rural communities and helps address one of the issues facing rural America.

Through this grant program and the other programs of the AgStar Fund, we are helping to ensure a strong future for rural America.

Purpose of the Program:

The Rural Feasibility Study Grant Program is designed to provide funding to determine the feasibility of a project or to plan for a project located in rural areas of AgStar's territory. Such projects will need to meet an economic development or sustainability objective and, if implemented, will create new permanent jobs that result in the economic development of a rural area.

Sponsor: AgStar Fund for Rural America in conjunction with the AgStar Rural Capital Network team

Amount of Funding: A total of \$50,000 is available with grants ranging from \$1,000 to \$5,000 based on needs indicated. The AgStar Fund reserves the right to award all or part of the grant amount requested.

Timeline: Applications will be accepted until all funds are awarded.

Eligible Applicants: Non-profit organizations serving rural areas, educational institutions, and state, county, local or tribal governments are eligible to apply.

Eligible Projects: What studies are eligible for a feasibility grant?

- Market research
- Cost analysis
- Financial projections
- Assessment of suitable facilities, equipment, etc.
- Raw material sources
- Prototype development

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- Development of a Business Plan

Feasibility Study Grants will not support the purchase of equipment, or the costs of product research and development. Projects should be completed within one year of accepting the grant.

Geographic Eligibility:

We concentrate our giving programs in geographic areas where we have a significant business presence. Eligible applicants located in one of the 69 counties within AgStar's chartered territory are eligible to apply.

Minnesota Counties: Aitkin, Anoka, Benton, Blue Earth, Brown, Carlton, Carver, Cass, Chisago, Cook, Cottonwood, Crow Wing, Dakota, Dodge, Faribault, Fillmore, Freeborn, Goodhue, Hennepin, Houston, Itasca, Isanti, Jackson, Kanabec, Lake, LeSueur, McLeod, Martin, Mille Lacs, Morrison, Mower, Murray, Nicollet, Nobles, Olmsted, Pine, Pipestone, Ramsey, Rice, Rock, St. Louis, Scott, Sherburne, Sibley, Stearns, Steele, Todd, Wabasha, Waseca, Washington, Watonwan, Winona, or Wright. **Wisconsin Counties:** Ashland, Barron, Bayfield, Burnett, Chippewa, Douglas, Dunn, Eau Claire, Iron, Pepin, Pierce, Polk, Rusk, St. Croix, Sawyer and Washburn.

Criteria for Consideration in Granting Awards:

- Impact of the project on the community and region
- Project is consistent with local and area-wide strategic plans for community and economic development.
- Local support
- Collaboration with other entities
- Likelihood of project completion
- Level of economic distress in community
- Unique features of project
- The proposal includes a basis for determining the success or failure of the project and individual major elements of the project and outlines procedures that will be taken to access the project's impact at its conclusion.

Application Process:

Submit a proposal addressing the following criteria to:

Melanie Olson
AgStar Fund Rural Feasibility Study Grant Program
14800 Galaxie Avenue, Ste 205
Apple Valley, MN 55124

Application Requirements:

- Name of proposed project
- Location of project including areas or communities affected by project
- Description of what will be studied and the need for the study

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- Description of what type of entity is expected to complete the study (such as staff, consultant or university staff)
- Proposed timeline for the study
- A budget including cost of the study
- Amount of grant funds requested
- Statement describing:
 - How the project will meet “Criteria for Consideration” as listed above
 - The extent to which the proposed project or concept has already been studied
 - Any obstacles or hurdles
 - Any competition in area of study already located or proposed in the area
 - Have or will public discussions take place on project requesting funding and the intent to request feasibility/planning study funding.
- If the project is determined to be feasible:
 - Proposed timeline for project
 - Description of entity that will develop project
 - Proposed financing
- List any previous funds awarded to the community for economic development studies in the last 5 years.

Grant recipients are required to submit a final report noting progress toward goals and tasks or deliverables and a copy of the completed study.

For more information contact:

Melanie Olson
952-997-1255 or 866-577-1831
14800 Galaxie Avenue, Ste 205
Apple Valley, MN 55124
Melanie.Olson@agstar.com

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Planning Commission

Committee/Council Meeting Date: April 7, 2014

Agenda Section: New Business

Originating Department: Administration

Item Number: III - F

ITEM DESCRIPTION: Second June Planning Commission Meeting Date

Prepared by: Staff

COMMENTS:

Discuss moving the second June meeting date as it is scheduled for Monday, June 16, 2014 and Council is also scheduled to meet that night. We can tentatively schedule it for Monday, June 23, 2014 and only hold it if necessary.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to _____.