

## INTERIM USE PERMIT STAFF REPORT

1. **FILE NAME:** Ramsey County Emergency Housing **FILE #** 17-217-026
  2. **APPLICANT:** Ramsey County Property Management **HEARING DATE:** December 13, 2017
  3. **TYPE OF APPLICATION:** Interim Use Permit
  4. **LOCATION:** 160 Kellogg Blvd E, SW corner at Jackson
  5. **PIN & LEGAL DESCRIPTION:** 062822110029, Auditors Subdivision No 35 Vac Sts & Alleys Accruing; Part, Lying S Of Line Beg On Swly Line Of Lot 7 & 54.57 Ft N Of Nw Cor Of Lot 8 Th Def To Right 79deg 19 Min 241.6ft To Pt 105ft N Of Ne Cor Of Lot 8, Of Lots 1 Thru 7 Also Part Lying Nwly Of A Line Be
  6. **PLANNING DISTRICT:** 17 **PRESENT ZONING:** B4
  7. **STATE STATUTE REFERENCE:** Minn. State Statute §462.3597
  8. **STAFF REPORT DATE:** December 4, 2017 **BY:** Lucy Thompson
  9. **DATE RECEIVED:** November 28, 2017 **60-DAY DEADLINE FOR ACTION:** January 27, 2018
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- A. **PURPOSE:** Interim use permit for daily emergency housing.
- B. **PARCEL SIZE:** 58,806 sq. ft.
- C. **EXISTING LAND USE:** Ramsey County offices; space to be used for emergency housing is currently vacant, most recently used as a detoxification facility.
- D. **SURROUNDING LAND USE:**
  - North: Parking structure (B4)
  - East: Custom House – housing, hotel (B5)
  - South: Railroad, Shepard Road (B4)
  - West: Culture Park (B4)
- E. **STATE STATUTE CITATION:** Minnesota State Statutes §462.3597 provides for interim uses and includes required findings for establishing an interim use.
- F. **PARKING:** No parking is required in the B4 district.
- G. **HISTORY/DISCUSSION:** None.
- H. **DISTRICT COUNCIL RECOMMENDATION:** The District 17 Council has not taken a position on the application.
- I. **FINDINGS:**
  1. Ramsey County is experiencing an unprecedented increase in the number of unsheltered individuals and families as rents increase and rental vacancy rates fall throughout the county. Until Higher Ground Saint Paul Phase II is completed in later 2018, there is a significant need for emergency housing during the 2017-2018 winter.
  2. Ramsey County has applied to the City Council for an interim use permit for short-term emergency housing at 160 E. Kellogg Boulevard. The facility will be located in Suite 2000 of the building, previously used as a detox facility.
  3. The period of time for which the permit is desired is December 1, 2017 through March 31, 2018. The Winter Safe Space Emergency Housing facility will be open from 10:00 p.m. to 7:00 a.m., and will be staffed by Catholic Charities. Ramsey County owns, and will continue to own, the facility.
  4. Minnesota State Statute §462.3597, Interim Uses, defines interim uses, gives authority to governing bodies to allow them, and specifies the required findings for establishing an interim use. Sec. 462.3597, Subd. 1 defines an interim use as “a temporary use of property until a particular date, until the occurrence of a particular event, or until zoning regulations no longer permit it.” Minnesota Statute §462.3597, Subd. 2, Authority, allows for conditions to be set on interim uses. The governing body may grant permission for an interim use of property if:

- a. *The use conforms to the zoning regulations.* This requirement is met. The subject site is zoned B4, and an emergency housing facility is permitted as a conditional use as long as it is located at least 600' from any other such facility. The facility at 160 E. Kellogg Boulevard is at least 600' from Higher Ground Saint Paul in downtown Saint Paul.
- b. *The date or event that will terminate the use can be identified with certainty.* This condition is met. Ramsey County states that the use will terminate on March 31, 2018.
- c. *Permission of the use will not impose additional costs on the public if it is necessary for the public to take the property in the future.* This condition is met. The property is currently owned, and will continue to be owned, by Ramsey County.
- d. *The user agrees to any conditions that the governing body deems appropriate for permission of the use.* This condition is met. Ramsey County states that it and its partners (Catholic Charities, the City of Saint Paul and the Saint Paul Foundation) will agree to any conditions the City Council deems appropriate for permission of the use.

J. **STAFF RECOMMENDATION:** Based on the above findings, staff recommends approval of an interim use permit for an emergency housing facility at 160 E. Kellogg Boulevard, Suite 2000, subject to the following conditions:

1. The permit shall be in effect from December 1, 2017 through March 31, 2018.
2. The hours of operation shall be 10:00 p.m. – 7:00 a.m.
3. Residents will be referred only by law enforcement, first responders, outreach workers or staff at Higher Ground or the Union Gospel Mission if it is after 10:00 p.m. and there are no other housing options for the night.
4. Final plans approved by the Zoning Administrator for this use shall be in substantial compliance with the plan submitted and approved as part of this application.





**INTERIM USE PERMIT APPLICATION**  
 Department of Planning and Economic Development  
 Zoning Section  
 1400 City Hall Annex  
 25 West Fourth Street  
 Saint Paul, MN 55102-1634  
 (651) 266-6589

Zoning Office Use Only  
 File #: \_\_\_\_\_  
 Fee: \_\_\_\_\_  
 Tentative Hearing Date: \_\_\_\_\_

PD=17

#062822110029  
 TO BE Scheduled

**APPLICANT**

Name Jean Krueger Email jean.krueger@co.ramsey.mn.us  
 Address 121 7<sup>th</sup> Place East, Suite 2200  
 City St. Paul State MN Zip 55101 Daytime Phone 651-266-2262  
 Name of Owner (if different) Ramsey County  
 Contact Person (if different) \_\_\_\_\_ Phone \_\_\_\_\_

**PROPERTY LOCATION**

Address/Location 160 E. Kellogg Blvd., Suite 2000  
 Legal Description See attached Exhibit A  
 Current Zoning B-4

**TYPE OF PERMIT:** Application is hereby made for an Interim Use Permit under provisions of State Statute 462.3597:  
 The permit is for:  Interim Use Permit  
 Present/Past Use Building is primarily office space; Suite 2000 Past Use as a Detox facility; presently vacant  
 Proposed Use Suite 2000 proposed as emergency housing use,

**SUPPORTING INFORMATION:** Supply the information that is applicable to your type of permit.  
 Temporary use of Suite 2000 to support the County / City initiative of providing emergency housing for homeless from now through March 31, 2018. Catholic Charities will staff the housing facility. Ramsey County owns and will continue to own the facility throughout the use for emergency housing. Adults, upon referral, will utilize the facility from 10 p.m. to 7 a.m. daily.

Attach additional sheets if necessary

Attachments as required:  Site Plan - Exhibit B

Applicant's Signature Jean Krueger

Date 11-22-17 City Agent

paid 11/27-17  
 Rev 2/23/15

November 22, 2017

Ms. Donna Drummond  
Planning Administrator  
25 West 4<sup>th</sup> Street, 1400 City Hall Annex  
Saint Paul, MN 55102

Dear Ms. Drummond,

Please consider this application for an Interim Use Permit to allow Ramsey County and its partners, the City of Saint Paul, Catholic Charities and the Saint Paul Foundation, to open a short-term emergency housing facility, as defined in Sec. 65.154, in a portion of the Ramsey County East Building (160 East Kellogg) for the winter of 2017-2018.

As you are aware, Ramsey County is experiencing an unprecedented increase in the number of unsheltered individuals and families as rents increase and rental vacancy rates fall throughout the county. While we all believed that the January 2017 opening of Higher Ground Saint Paul would address the problem, we are discovering that more needs to be done. Higher Ground Saint Paul Phase II is under construction and will provide. With our partners, we will be at the Minnesota Legislature when it convenes in January advocating for another significant Housing Infrastructure Bonding Bill to meet the need for affordable housing across the state.

There is, however, a need for this winter. To meet that need—and at the request of our partners—Ramsey County is proposing to re-open the portion of its Ramsey County East Building formerly used as a detox facility for use as Winter Safe Space Emergency Housing for this winter. Catholic Charities has been engaged as our service provider. We hope to open by December 1, 2017 and close by March 31, 2018.

The program model has been defined as follows:

- Residents will be referred only by law enforcement, first responders, outreach workers or staff at Higher Ground Saint Paul or the Union Gospel Mission if it is after 10 p.m. and there are no other housing options for the night. All residents will be engaged by case managers to determine whether they should come back the next night or whether there are better long-term housing options for them. Our goal will be to get everyone on a track to more suitable housing as quickly as possible.
- Residents will be referred to day-time services for meals and additional case management when they leave the Winter Safe Space by 7 a.m. Some of those services may be secured in the Ramsey County East Building itself where county residents apply for various forms of financial assistance.

With respect to the requirements in Minnesota Statutes 462.3597 for Interim Uses:

- Emergency housing is permitted in the B-4 zoning district subject to distance requirements. The Winter Safe Space meets those conditions insofar as there are no other similar facilities within 600 feet;
- The use will terminate—with certainty-- on March 31, 2018;
- Permission of the use will not impose additional costs on the public if it is necessary for the public to take the property in the future. The property is currently owned by Ramsey County.
- Ramsey County and its partners will agree to any conditions that the City Council deems appropriate for permission of the use.

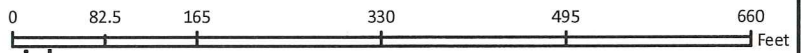
We all recognize that this facility does not represent a long term solution for this growing need for affordable housing. The fact that, if approved, this would be permission for only an interim use is fully consistent with the program plan that has been developed.

Thank you for your consideration. Please don't hesitate to call me, 651-266-2262, if you have any questions.

Sincerely,

  
Jean R. Krueger





Aerial

 Subject Parcels

FILE NAME: Ramsey County

APPLICATION TYPE: Interim Use

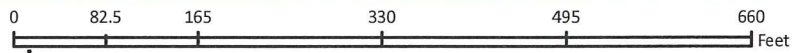
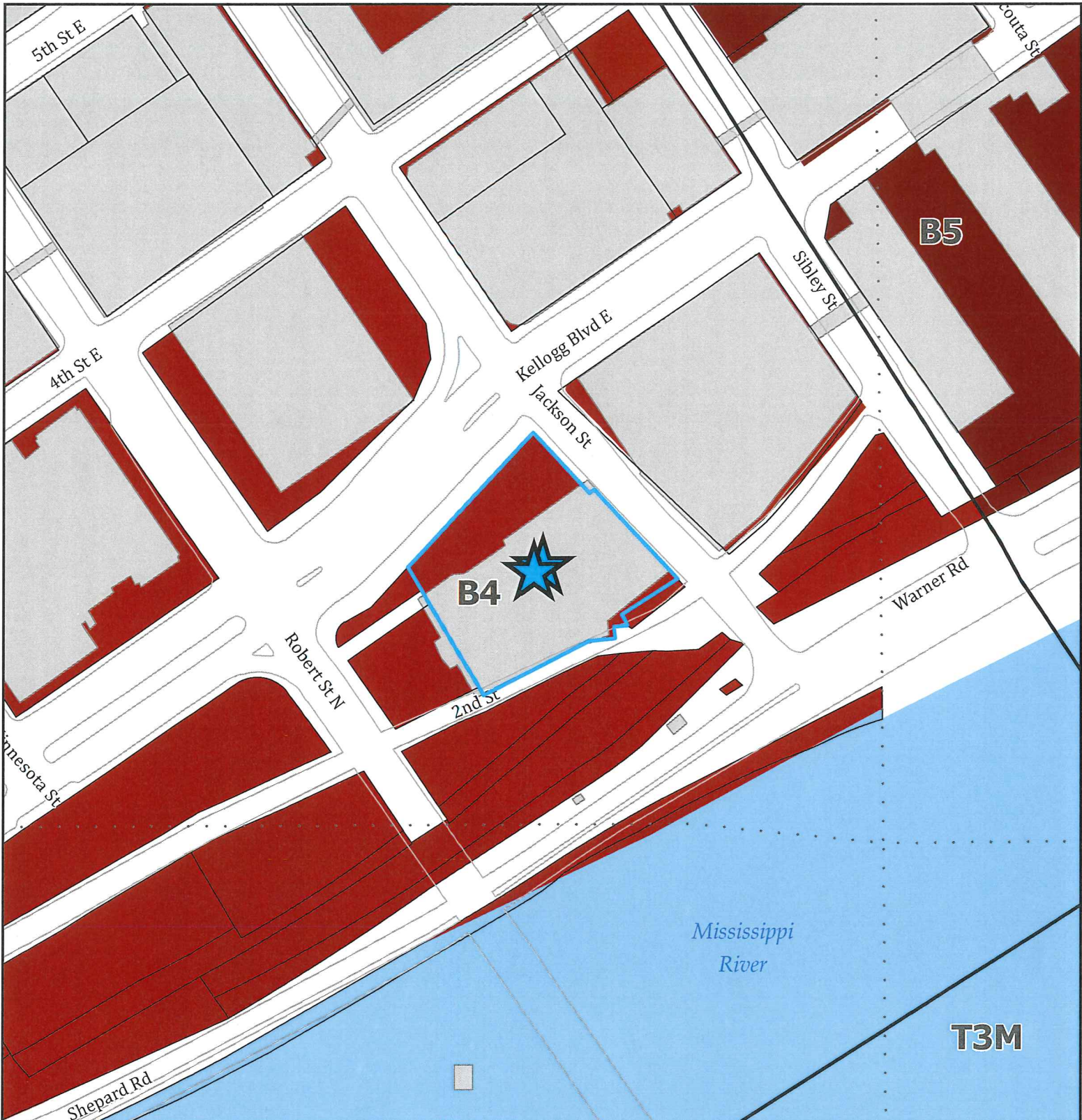
FILE #: 17-217026      DATE: 11/28/2017

PLANNING DISTRICT: 17

ZONING PANEL: 16







**Zoning**

- Subject Parcels
- Section Lines
- T3M T3 with Master Plan
- B4 Central Business
- B5 Central Business Service

FILE NAME: Ramsey County

APPLICATION TYPE: Interim Use

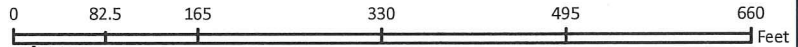
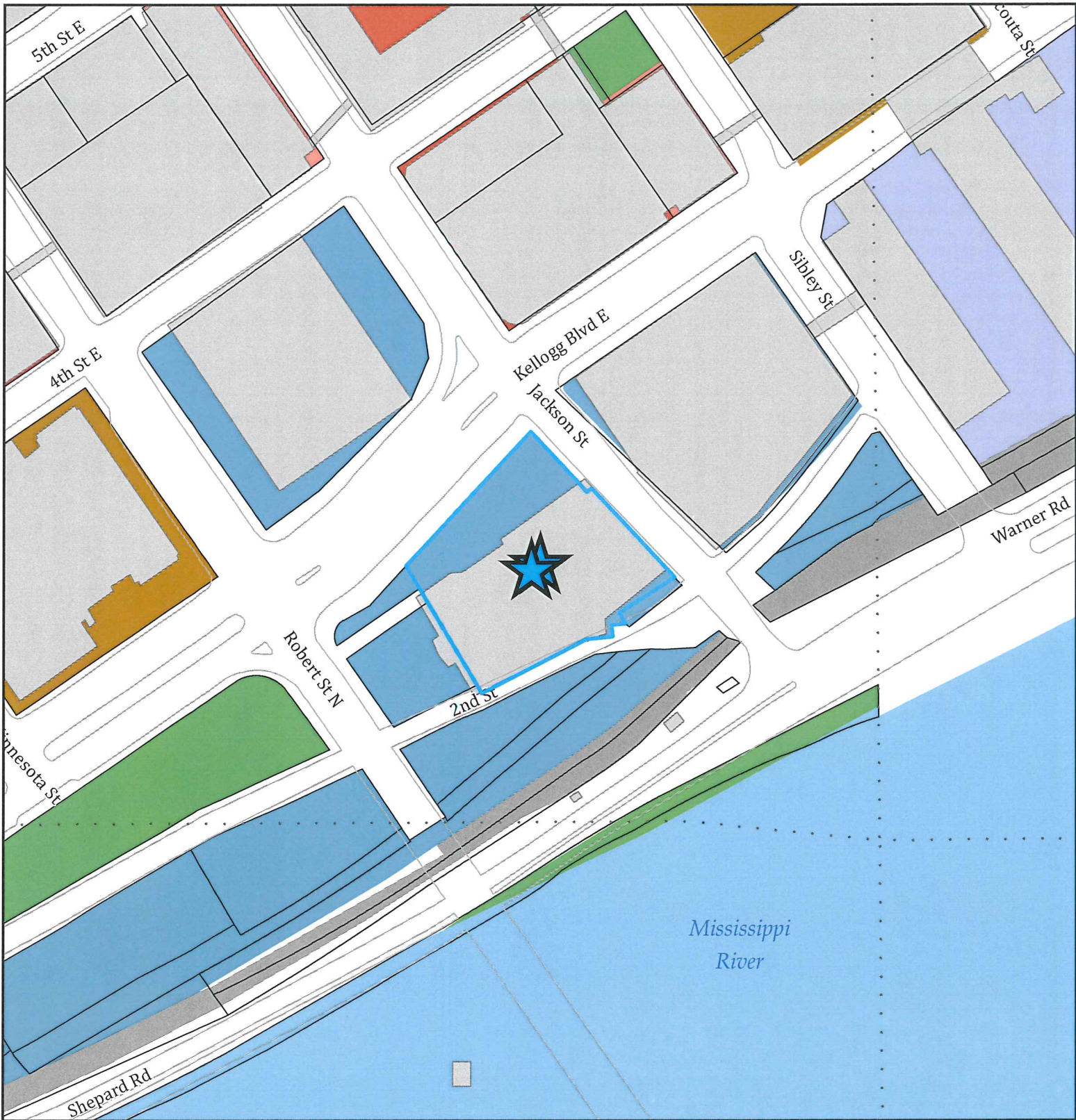
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**Land Use**

- |                                |                                |
|--------------------------------|--------------------------------|
| Multifamily                    | Institutional                  |
| Retail and Other Commercial    | Park, Recreational or Preserve |
| Mixed Use Residential          | Railway                        |
| Mixed Use Industrial           | Water                          |
| Mixed Use Commercial and Other | Subject Parcels                |
| Industrial and Utility         | Section Lines                  |

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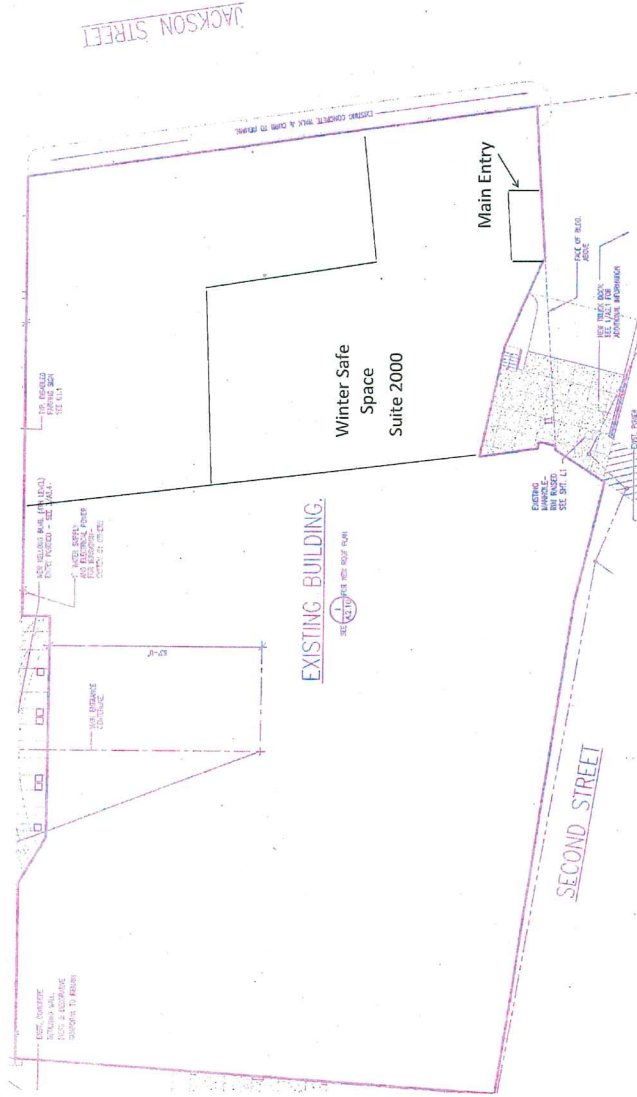
ZONING PANEL: 16



Exhibit B

Ramsey County East Building, 160 East Kellogg Blvd.

EAST KELLOGG BLVD



ROBERT STREET