



CITY COUNCIL WORK SESSION
City Hall - 23340 Cree Street NW
Tuesday, October 12, 2021 at 5:30 PM

AGENDA

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. AGENDA ITEMS**
 - A. Planning Commission and Public Notice
 - B. Development Updates
 - C. Poppy Street Update
- 4. ADJOURNMENT**

TO: Joe Kohlmann, City Administrator
FROM: Kate Thunstrom, Community Development Director
SUBJECT: Planning Commission (PC)
DATE: October 12, 2021

Commission Responsibility

The Planning Commission is an advisory body. The Commission has several purposes: to prepare and implement the Comprehensive Plan, to review and revise the zoning ordinance and zoning map, and evaluate proposals to ensure they are consistent with Comprehensive Plan guidance and zoning and subdivision code regulations.

Comprehensive Plan

- Preparing and recommending a comprehensive plan
- Implementation
- Periodic review of and amending

Zoning Ordinance

PC must first review any code changes/edits/update to Chapter 10 and Chapter 11 of the City Code.

- Adoption of zoning regulations
- Amendments
- Adoption of zoning maps

Other tasks because they fall under the rules of the Comp Plan or Zoning

- Review land use permits
 - Conditional use permit
 - Interim use permit
 - Variance
- Review subdivision applications

Important Steps of the PC

Review of permits and land use applications

- Planning Commission must weigh each application against the regulations/criteria set forth in the zoning and subdivision codes that have been adopted
- If an application meets the requirements of the ordinance the application or land use request must be granted.
- If an application is denied, the denial must outline the applicant's failure to meet standards established by the ordinance

Hold Public Hearing

The Planning Commission is most often the body responsible for holding public hearings when they are required for various applications (conditional use permit, preliminary plat, etc.). Public hearings are the opportunity for members of the public to learn more about a project from Staff and share their thoughts/concerns about an application in a public forum. Public comment should pertain to the application being considered, and all comments should be directed to the Planning Chair, who leads the meeting. If directed by the Chair, Staff or the applicant may answer questions for clarity.

Findings of Fact

Whenever the PC makes an official recommendation related to a matter referred to it by Council or on a land use application, it should create findings of fact supporting the recommendation. Findings of fact service three roles:

- To articulate to Council the recommendations on issues and its basis for making its recommendations
- Communicate to land use applicant the approval of a project or identify disapproval and the reasons for such disapproval
- Support the ultimate decision on the issue should the city's decision be challenged in court.

Minnesota case law and statutory law demand that the reasons for a city's decision on land use be articulated. Written findings of fact or "reasons" and conclusion of law are required whenever an application is denied.

Public Notice

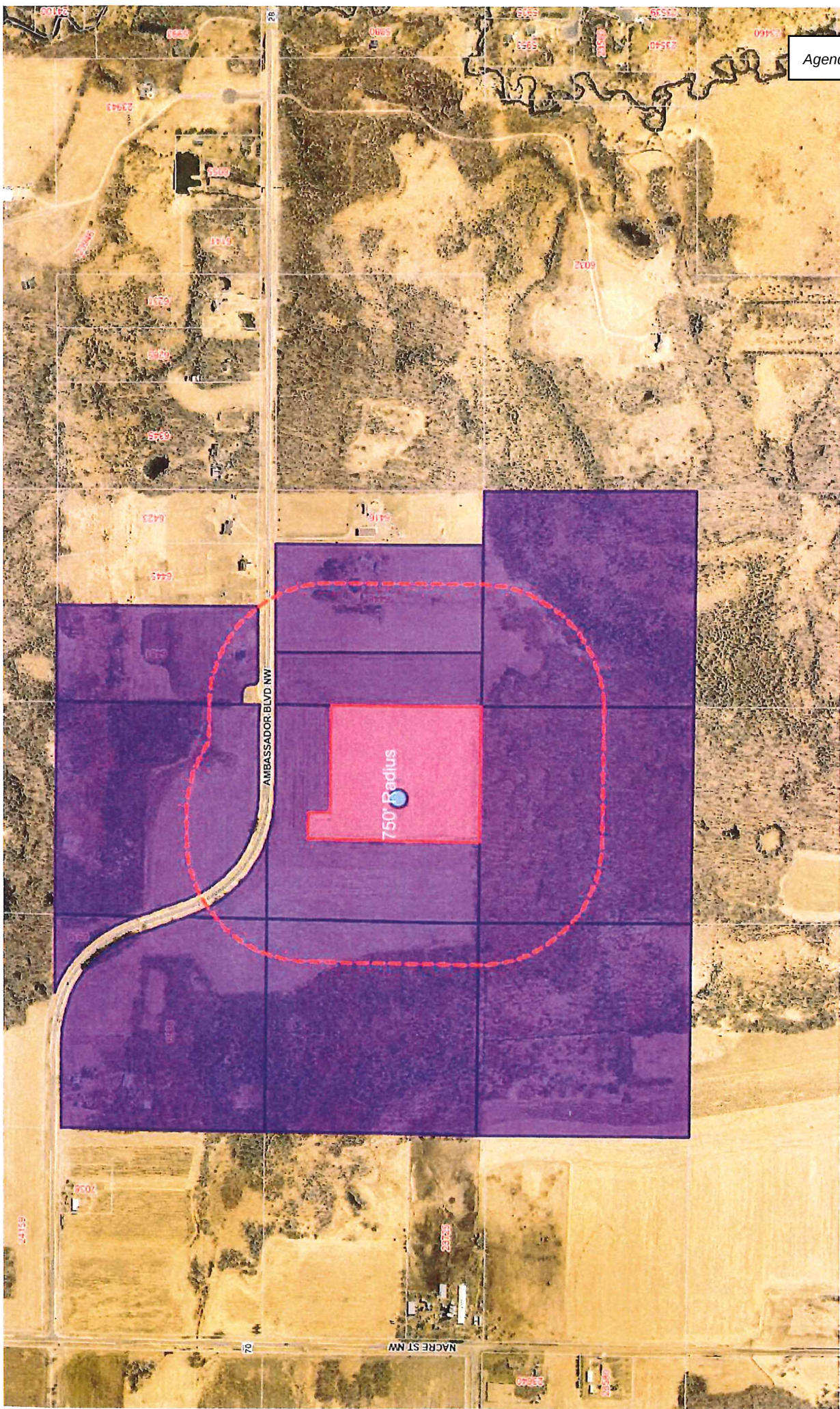
It is not uncommon for members of the public to state that they were not made aware of a project. For each application received, Staff follows the procedures for public notice adopted in the City Code and state statute:

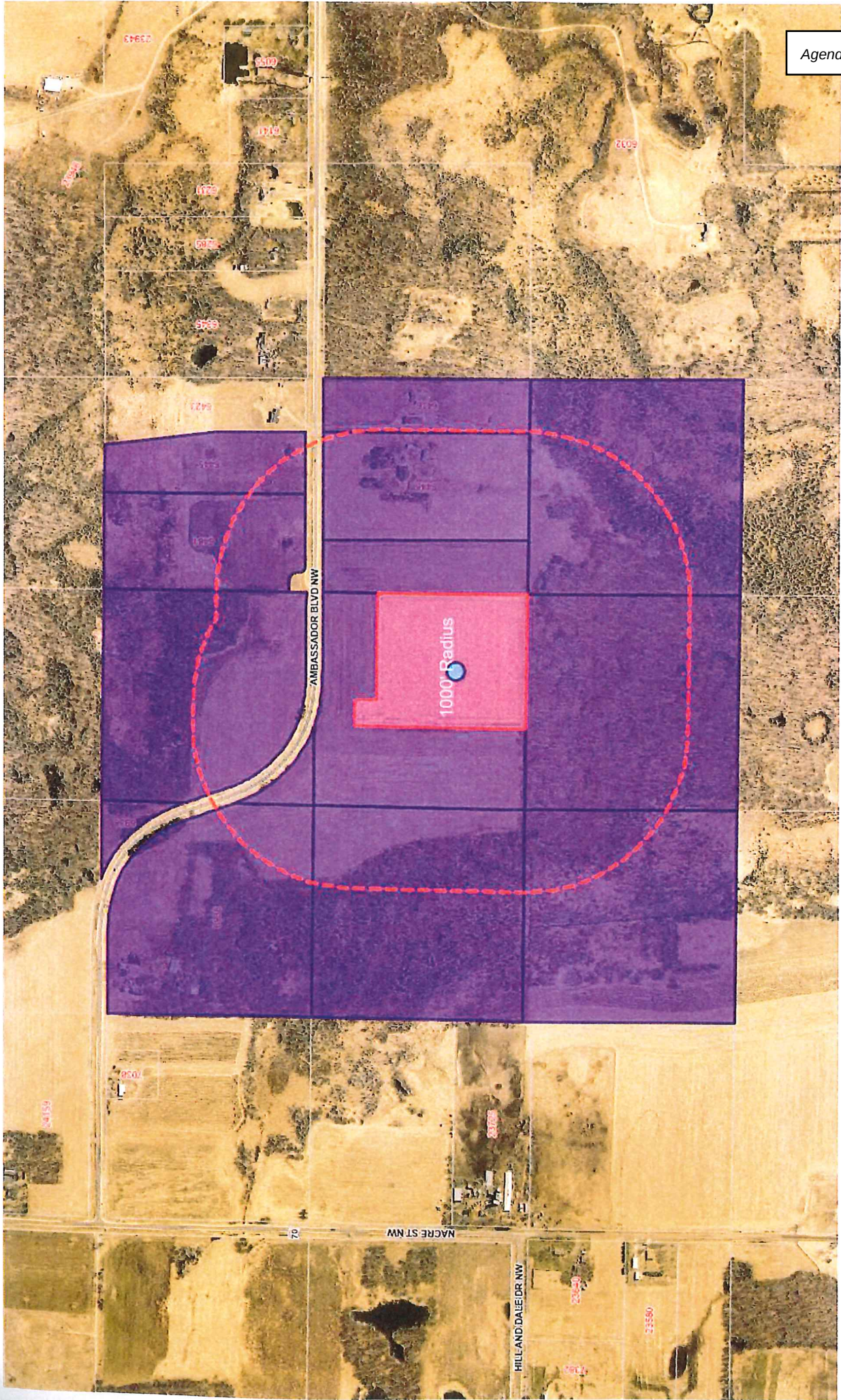
- Notices for a public meeting are mailed to properties within 350' of the subject property 10 days prior to a meeting. This distance is a requirement of State Statute.
- A public hearing notice is also placed in the Anoka Union Herald 10 days prior to the meeting.
- For applicable projects, additional information may be posted on the City website (ex: Comprehensive Plan, zoning code update, new ordinances)

Members of the public are welcome to visit City Hall to learn more about a project or to contact Staff with questions after receiving the public hearing notice. Instructions for obtaining additional information about a project are included on every notice sent out.

One of the concerns brought up by residents is that they "did not receive the notice." Recently, there was discussion in regards to the value of notifying 350' around the subject site in the rural area. Being that the lot sizes are larger it does not capture the same number of surrounding households as urban projects.

Does Council want to implement a policy in which projects outside of the urban district have a larger notification distance? Staff has attached an example of various distances to show how the changes affect properties in the more rural areas.





WORKSESSION
AGENDA REPORT
Agenda Item #

TO: Joe Kohlmann, City Administrator
FROM: Kate Thunstrom, Community Development Director
SUBJECT: Development Update
DATE: October 12, 2021

Staff will provide an overview of several existing and upcoming developments

TO: Mayor and City Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: **Poppy Street**
DATE: October 12th, 2021

OVERVIEW:

The City of St. Francis and City of Oak Grove have been working together to do a joint road project on the northern portion of Poppy Street. The City of Oak Grove approved their share of the road construction project to the tune of approximately \$152,000 based on Engineering Estimates. The project still needs to be bid out for actual costs. Their estimated price includes 18% contingency.

Oak Grove residents living on Poppy Street have agreed to right of way acquisition for a total of approximately \$6,500. The residents' agreement to the acquisition now makes the project feasible to move forward.

Review and discuss the next steps with Staff

Attachments: