

**CITY OF ST. FRANCIS
ST. FRANCIS, MN
PLANNING COMMISSION MINUTES
April 21, 2021**

1. **Call to Order:** The Planning Commission meeting was called to order at 7:02 pm by Chairwomen Fairbanks.
2. **Roll Call:** Present were Todd Gardner, Deborah Humann, Liz Fairbanks and Dustin Pavel and Tara Kelly. Absent: Joe Kollodge and Colleen Sievert.

Others in attendance: Kate Thunstrom- Community Development Director, Kevin Robinson - City Council, Beth Richmond – City Planner

3. **Election of Chair and Vice Chair** – incorrectly put on the agenda. No action taken
4. **Adopt Agenda:** Motion by Gardner, second by Kelly to approve the agenda with the removal of item #3 Election of seats. Motion carried 5-0.
5. **Approve Minutes:** Motion by Fairbanks, second by Pavel to approve the March 17, 2021 minutes. Motion carried 5-0.
6. **Public Comment:** none
7. **Regular Business Items:**
 - a. Sale of City owned property
Staff reviewed agenda report identifying City Councils intent to the sell three lots to the EDA and the PC roll of comment and review against the Comprehensive Plan. All parcels are currently zoned commercial and would continue to be sold as commercial property through the EDA. The transfer to the EDA was a step to ensure a solid performance agreement ensuring the lots are developed and built as intended by the City. PC had not additional comments.

8. **Public Hearing:**
 - a. CUP Amendment 4140 St. Francis Blvd
Richmond reviewed the staff report. The property is currently used for Auto Salvage and was granted a CUP for those purposes. Tonight's amendment was to bring auto sales into conformance and include additional items to the CUP approvals. Uses include not only auto salvage but outdoor sales, auto sales and major auto repair as defined by City Code.

MnDOT review is required as part of the 2003 CUP amendment and plans were forwarded for comment. Outdoor storage would require a site plan review and include the requirements for paved surface, curb and gutter.

Mr. Sonstebly clarified the auto sales and that when the language was added in 2003 it was not written clearly leading to some confusion on auto sales. It was identified that these improvements would happen over the next two to three years.

PC discussed the personal experience with that company has been good that they would like to see improvements aesthetically as this is the start of the City and the business to flourish and be successful. This is the first thing people see when coming into town and it is important to maintain a good condition.

9. Discussion

- a. Commission Training. Richmond hosted a training session for the commission to understand roles, terminology and process.

10. Planning Commission Discussion

- a. Discussion on in person training. Plan for May to be virtually through Zoom, will review June and possibilities of holding meeting in person.
- b. Parking and hanging out by kids on 3518 Bridge property.

11. Adjournment: Motion by Fairbanks, second by Humann to adjourn. Motion carried 5-0.

Website Link to Packets and Minutes for the Planning Commission:

<https://www.stfrancismn.org/meetings>

Recorded by: Kate Thunstrom

DATE APPROVED: May 19, 2021