

**CITY OF ST. FRANCIS
ST. FRANCIS, MN
PLANNING COMMISSION MINUTES
July 15, 2020**

1. **Call to Order:** The Planning Commission meeting was called to order at 7:02 pm by Chairman Zutz. Meeting was held and recorded by Zoom
2. **Roll Call:** Present were Todd Gardner, Greg Zutz, Colleen Sievert, Liz Fairbanks, Tara Kelly and William Murray. Absent: Joe Kollodge

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

3. **Adopt Agenda:** Motion by Fairbanks, second by Kelly to approve the agenda. Motion carried 5-0-1 Murray absent.
4. **Approve Minutes:** Motion by Sievert, with correction to identified Chair, second by Fairbanks to approve the May 20, 2020 minutes. Motion carried 5-0-1 Murray absent.
5. **Public Comment:** None
6. **Regular Business Items:** None
7. **Public Hearing:**

- a. Subdivision Request xxxx Nacre St NW, Westman
Richmond walked Commission through Staff report. Property is eligible to complete the process through Meets and Bounds and has submitted the required survey. This property does not require a final Plat. Applicant has completed the soil borings as required.

Discussion and clarification was made on Park Dedication. It is required on all newly created parcels within the City. There are not exceptions to parcels splitting to allow family to build. It is a flat fee of \$2,500 per new lot as approved in the City adopted Fee Schedule.

Discussion on difference between Meets and Bounds and Plat. Meets and Bounds allows the split by direction and measurement as to a final Plat would split the parcels into Lot/Block.

Public Hearing Opened at 7:16
Public Hearing Closed at 7:17 with no comments received

No further discussion

Motion to recommend to Council approval of the Meets and Bounds Subdivision split by Gardner, Second by Fairbanks. Motion passed 6-0.

8. **Planning Commission Discussion**

- a. Question on continued use of Zoom: Per Thunstrom, until further notice. Following the lead of Council.
 - b. Packet, updated format: Commission felt it was a cleaner design, would like map visuals to understand where the parcel is in the City. Requested that surveys in the future be sent in the 11x17 size.
 - c. Anticipated that we will be having an August meeting
9. **Adjournment:** Motion by Gardner, second by Fairbanks to adjourn. Motion carried 5-0-1 Murray absent. Meeting adjourned 7:25 pm.

Website Link to Packets and Minutes for the Planning Commission:

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

Signed by: Kate Thunstrom

DATE APPROVED: August 19, 2020