

**CITY OF ST. FRANCIS
ST. FRANCIS, MN
PLANNING COMMISSION MINUTES
May 20, 2020**

1. **Call to Order:** The Planning Commission meeting was called to order at 7:00 pm by Vice Chair Fairbanks.
2. **Roll Call:** Present were Todd Gardner, Colleen Sievert, Joe Kollodge, Liz Fairbanks and William Murray, Absent: Tara Kelly, Greg Zutz.

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

3. **Adopt Agenda:** Motion by Sievert, second by Gardner to approve the May 20, 2020 agenda. Motion carried 4-0-1 (Murray not voiced).
4. **Approve Minutes:** Motion by Gardner, second by Sievert to approve the February 19, 2020 minutes. Motion carried 4-0-1 (Murray not voiced).
5. **Public Comment:** none
6. **Regular Business Items:**

- a. School District – STFE Site Plan
District Members in attendance: Lisa Rahn, Chris Rear, Eric Linner, Mandy Backstrom, Chris Wirz, Karl Lee

Richmond walked through staff report identifying phases of project. Tonights request is specifically related to Phase 1 including busing, trails and parking. Does not include any changes to access from any city, county or state road for either the Elementary School or Middle School.

Linner clarified, District is moving forward with Phase 1 and not Phase 2 to continue moving project forward, to accommodate busing and parking lot. Do not see this step as impacting to the second Phase as this is to guide buses further from cars and utilize funds before the timeline expires.

Motion to approve site plan, Phase 1 subject to conditions listed in Staff Report by Fairbanks, Second by Sievert, passed 4-0

7. **Public Hearing:**
 - a. Ordinance Amendment – Drive Thrus
Richmond reviewed staff report identifying existing code and businesses with drive thru needs. After a review of surrounding cities most require a CUP with standards to protect surrounding residential and pedestrian/bike movement, clear lanes, layout on building, access and circulation lanes, screening and lighting requirements. City has a different need in its B1 and B2 commercial zoning districts.

Requirements would apply to new businesses as existing businesses are not required to change. There are no active or submitted land use applications that this would apply immediately to.

Commission suggestions and discussion; that hours of business in drive thru's should be reflective of surrounding properties (residential or commercial).

Public Hearing Open: 7:40 p.m.

No comments received

Public Hearing Close: 7:41 p.m.

Fairbanks make a motion to move Ordinance Amendment to Council as identified in Staff report, Second by Murray, passed 5-0

8. **Planning Commission Discussion** – none

9. **Adjournment:** Motion by Gardner, second by Sievert to adjourn. Motion carried 5-0.

Meeting adjourned at 7:47 p.m.

Website Link to Packets and Minutes for the Planning Commission:

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

Signed by: Kate Thunstrom

DATE APPROVED: July 15, 2020