

**CITY OF ST. FRANCIS
ST. FRANCIS, MN
PLANNING COMMISSION MINUTES
May 17, 2017**

1. **Call to Order:** The Planning Commission meeting was called to order at 7:00 pm by Chairman Steinke.
2. **Roll Call:** Present were Ray Steinke, Brittney Berndt, Todd Gardner, Greg Zutz, Julie Morin and William Murray. Absent: Joel Olson
3. **Adopt Agenda:** Motion by Zutz, second by Berndt, to approve the May 17, 2017 agenda. Motion carried 6-0. Passed.
4. **Approve Minutes: Corrections identified by Berndt.** Motion by Zutz, to accept minutes with identified corrections, second by Gardner, to approve the February 15, 2017 minutes. Motion carried 6-0. Passed
5. **Public Comment:** None
6. **Public Hearing:**

Preliminary Plat for 3127 235th Avenue – Wilkinson. As identified in the packet, property owner is seeking approval of a preliminary plat to authorize a division of the property. Public Notice was sent to surrounding properties, packet includes narrative and visuals that identify the property and the conditions surrounding this property.

Public Hearing Opened at 7:18 PM.

1. Tom Wilkinson, 3127 235th Avenue, questions on proposed split.
 - a. Wilkinson questioned WAC/SAC fees and if they are payable at the time of split or at the time of a building permit? It was verified that typically they are required at the time of the building permit to hook up to the utility.
 - b. Wilkinson questioned the \$2,500 park dedication fee and its applicability to this split. Steike provided a brief history on why park dedication is required. Gozola clarified its requirements and why those requirements are in place.
 - c. Wilkinson expressed there was not an issue with the easement but would look into having it moved to address the drainage/utility setbacks.

Public Hearing Closed at 7:24

Discussion:

Zutz requested clarification on the easements and title work and when those requirements would be completed. Gozola clarified that they are part of the process and would be a condition of the final plat. It was requested that that information be further clarified within the requirements.

No further Discussion, Motion Carried 6-0 Passed.

7. **Regular Business Items:**
 - a. Sale of 4201 St. Francis Blvd
 - b. Sale of 23xxx St. Francis Blvd
 - c. Proposed Survey Policy

Items a. and b. were addressed together. This step is a process requirement of the Comprehensive Plan that the Planning Commission review property sales completed by the City. Discussion in regards to the use of the properties and the proposed plans being made by the owners. The agenda report for 4201 St. Francis Blvd reflects a lot size of .076 and it should be corrected to .76.

Question was asked by Zutz as if these properties were sold with or without the use of a Realtor. Thunstrom clarified that they were sold with the use of the listing agent we contracted with last fall.

Berndt made a motion to approve the sale of properties identified in line a. and b., Second by Gardner. Motion Carried 6-0 Passed.

Item c. was presented by Gozola and the Commission was briefed on each section outlined. This is a process matter to allow the City to collect surveys when necessary with the flexibility to change a policy verses an Ordinance. Commission was asked for comment as this Policy is proposed to move to Council on June 6th.

Gardner questioned the need for a survey in an instance such as General Maintenance projects that did not extend boundaries. Gozola provided instances in which it may apply. That it would be our intent of using an existing survey and not making a new survey be created.

Morin requested that the term “staff” be clarified further as that leaves it open to broadly. Gozola expressed that the policy is intended to adhere to all staff. It was requested that the policy further define either which staff or positions may be making this decision.

8. Planning Commission Discussion:

Berndt identified that she favored the layout of the reports. Gozola discussed how each report with be the same layout and format to allow everyone the ability to easily identify what needs to be consistently.

Morin asked how neighbors are identified in cases such as the public hearing and processes we go through. Gozola identified that everyone within 350’ is directly notified as part of the required process. *** It was not mentioned that public hearing notices are also posted within the local paper for all interested parties, not just neighbors***

Zutz asked if it was required within the public hearing process to identify yourself. Gozola clarified that someone could provide information anonymously if they were to call or write in prior to the public hearing.

9. Adjournment: Motion by Berndt, second by Gardner to adjourn. Motion carried 6-0. Meeting adjourned at 7:55 pm.

Kate Thunstrom, Community Development Director

Date