

**CITY OF ST. FRANCIS
ST. FRANCIS, MN
PLANNING COMMISSION MINUTES
February 15, 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, Joel Olson, William Murray, Greg Zutz and Julie Morin. Absent, none
Councilman Rich Skordahl, present
3. **Adopt Agenda:** Motion by Berndt, second by Zutz to approve the February 15, 2017 agenda. Motion carried 7-0.
4. **Approve Minutes:** Motion by Olson, second by Berndt, to approve the July 20, 2016 minutes. Motion carried 7-0.
5. **Public Comment:** None
6. **Election of Chair and Vice Chair:**
 - a. Olson made a motion to elect Steinke as Chair, Second by Berndt, no discussion. Passed 6-0-1
 - b. Olson made a motion to elect Berndt as Vice Chair, Second by Gardner, no discussion. Passed 6-0-1
7. **Public Hearing: Emmerich Excavation Permit – 23125 Tamarack St –** Application for an IUP Permit to excavate material at 23215 Tamarack St to create a wildlife pond. City requires all excavation and fill operations greater than 100 cubic yards to receive an IUP permit unless otherwise exempted. Ensures neighbors are notified and traffic is addressed. Soil removed will be moved to 23148 Tamarack St to address fill and water tables issues for new construction.

23215 Wildlife pond is within the central part of the lot, no impact to easements was found. Owner is creating a depression for a pond with no significant impacts found. As identified in memo, permit was reviewed in regards to plans, drainage, hours of operation, erosion control, and transportation. City Engineer has reviewed the plans and found it will not impact wetlands or natural features.

Recommended actions included addresses any comments from Engineer, setting a termination date of July 31, 2017, erosion control measures in place, and notification to the City when the project is completed.

7:10 PM – Public Hearing Opened,
Statement by Paul Emmerich, 1921 Old Lake George Blvd. Finishing project, will be short term. Will be seeding immediately in the spring with correct temperatures. Agrees with suggested

7:12 PM Public Hearing Closed

Discussion:

Steinke – Do they have to pack soil? Sparks – Yes, as established with building permit.

Olson Recommends approval of the Excavation Permit meeting outlined recommendations, Berndt Second. Passed 7-0

8. Public Hearing ISD #15 Ordinance Amendment/ CUP Ballfield Gravel Parking Lot-

District has made an application for an ordinance amendment, a conditional use permit and a site plan review for the property acquired at 235th and Rum River Blvd. The District acquired this property for the purpose of an overflow parking site to assist with congestion and safety issues currently in place. City Ordinance does not allow for a gravel parking lot, to make an allowance they are seeking the amendment and a CU process.

Site is intended for a limited use, not to be maintained in the off season, if approved the PID's would be combined, fencing will be put in place to control access and may require some storm water management controls.

Question before Commission is if they want to create an ordinance for instances such as this. If this moves forward the CUP and Site Plan are following questions.

Discussion:

Zutz - what is the history of the gravel? , Sparks – in place a long time, Gravel at existing lot does predate the ordinance that is 10-15 years old. This is a common set up for fields. Ordinance comes into position in regards to storm water and consistency.

Morin – Any ADA rules? , Sparks – Do not think so, it is a public facility but not aware of any rules that apply. Existing conditions with gravel in place.

Olson – Any surface prep or fill required? , Sparks – parking lot is already installed, was stand field prior.

Olson – Why looking at application now if completed? , Sparks – the project was recognized as needing a permit after it had begun.

Berndt – How many cars does it hold? , Zutz – approximately 150, Sparks – semi informal parking lot, overflow only.

Public Hearing Open: 7:26 PM

Statement by Paul Carpenter, ISD Dist. \$15 Grounds Supervisor – application was put in place to clear it up. Under the impression they were clear to build based on letter from City.

Berndt – now installed, how are people getting into the lot? Carpenter – driveway that enters the area, some trees were removed, installed the gravel. Come in off of 235th with the existing gate as field has been in place for 20 years.

Olson – Accessibility? Carpenter – plans in the future for asphalt paths and walkways. Wheelchair accessible

Sparks – would the Dist. Be willing to include signing? Carpenter – yes if it is required.

Zutz- two items were brought up by engineering firm, storm sewer plan and prevention plan, how being addressed? Carpenter – getting together with the engineer soon to comply with these items.

Public Hearing Closed: 7:37

Discussion:

Olson – motion to accept the suggested ordinance amendment and the CUP application approval with conditions adding ADA requirements. Morin 2nd.

Berndt – should this only apply to schools as Mr. Sparks suggested? Sparks – did suggest that but could as is apply to city if fields were made or other organizations. Could pass one way or the other than fix it later if we narrow it down to a specific situation. Steinke – there are other parks that may fit into the Ordinance Amendment. Olson – Tailoring an Ordinance to fit government sends a strong message. Should look fairly at all situations.

Clarification made that under this Ordinance a situation would be required to have a CUP. This way in the event another request comes forward it would be required to comply with not only the ordinance but also conditions set forth by a CUP. This is common with athletic fields and would not be situation that would fit on an individual or private property.

Carpenter answered questions in regards to use, correlation to additional parking, the connection of kids and families to the field and barriers in regards to not allowing parking to occur when not intended.

Additional conditions were requested as an amendment to the existing recommendations put in place by Sparks. Those include: handicap parking, signage, limited days/times to events and barriers to physically close access.

Olson motioned to accept original motion with suggested amendments, Berndt second No further discussion, passed 6-0-1 Zutz abstained.

9. **St Francis Transitional Care Facility Extension Request** – Able Companies obtained a PUD amendment and site plan for a proposed assisted living building at the unaddressed parcel on the north side of 229th Ave. Approved as a commercial use and to ensure meeting the intended use a PUD was put in place. Site plan and review of the layout of the building was completed with approval being granted. By ordinance staff can grant a 90 day extension – beyond that Council must approve. This is put in place to ensure that projects are not pending for undetermined lengths of time.

Able Companies/LeGen has applied for a TIF and the extension is sought for an additional year to get the permit pulled this construction season. If the permit is not pulled by this fall they will be required to bring an application back to Planning Commission.

Discussion:

Zutz – Is there any reason to deny the extension? Sparks – the review is to see if condition in the area have changed. Seeing none there is no reason that the city would have to deny the extension.

Gardner – Now that they have TIF, what is the next step? Sparks – LeGen is working on the architectural plans. No firm date on final place, just being created.

Zutz motioned to grant the extension, Berndt second. No further discussion.
Passed 7-0

10. Planning Commission Discussion –

Welcome Julie to the Commission!

Discussion in regards to the process in which required the Assisted Living to come back to the Commission. Skordahl – it started here so it goes back here. Land use starts with the Planning Commission so it is the step prior to Council in the City process. Planning is in place to collect the information and make the appropriate recommendation.

Information was requested in regards to future and the planning efforts between the Redevelopment Plan and the Comprehensive Plan. Thunstrom – explained the position of the Redevelopment and invited the Commission to the workshop. The comprehensive plan will be kicking off soon and they will be notified for participation.

- 11. Adjournment:** Motion by Zutz, second by Berndt to adjourn. Motion carried 7-0.
Meeting adjourned at 8:13PM.

Kate Thunstrom, Community Development Director

Date