

**CITY OF ST. FRANCIS
ST. FRANCIS, MN
PLANNING COMMISSION MINUTES
February 19, 2014**

1. **Call to Order:** The Planning Commission meeting was called to order at 7:00 pm by Chair Rich Skordahl.
2. **Roll Call:** Present were Joel Olson, Ray Steinke, William Murray, Greg Zutz, Rich Skordahl and Todd Gardner. Also present were Council Liaison Tim Brown and City Planner Nate Sparks.
3. **Adopt Agenda:** MOTION BY ZUTZ, SECOND BY STEINKE TO ADOPT THE FEBRUARY 19, 2014 PLANNING COMMISSION AGENDA. MOTION CARRIED 6-0.
4. **Approve Minutes:** MOTION BY STEINKE, SECOND BY MURRAY TO APPROVE THE NOVEMBER 20, 2013 PLANNING COMMISSION MINUTES. MOTION CARRIED 6-0.
5. **Election of Officers:** MOTION BY OLSON, SECOND BY STEINKE TO APPOINT SKORDAHL AS CHAIR. MOTION CARRIED 6-0. MOTION BY MURRAY, SECOND BY OLSON TO APPOINT STEINKE AS VICE-CHAIR. MOTION CARRIED 6-0.
6. **Public Comment:** None
7. **Public Hearing – Conditional Use Permit- Auto Sales at St. Francis Collision**

Sparks indicated CNJ Properties LLC, the operator of St. Francis Collision, has made an application for a CUP to allow for auto sales at 23615 St. Francis Blvd. The site currently has a CUP for the auto body shop. Based on parking calculations, the site has 10 extra parking stalls that could be used for the display of vehicles for sale. The applicant intends to sell primarily former loaner and classic cars.

Skordahl opened the Public Hearing at 7:06 pm. Hearing no comment, Skordahl closed the Public Hearing at 7:07 pm.

MOTION BY OLSON, SECOND BY ZUTZ TO RECOMMEND APPROVAL OF THE CONDITIONAL USE PERMIT WITH THE FOLLOWING CONDITIONS:

1. Cars on display for sale shall be limited to 10 unless the applicant demonstrates a parking plan showing more parking availability and has the lot striped in conformance with Section 10-19 of the Zoning Ordinance.
2. Junk or severely damaged vehicles that are not in compliance with Chapter 8 of the City Code are prohibited from outdoor display.
3. The Auto Sales business may only be conducted with a license from the State.
4. All fees related to the review of this application shall be paid by the applicant.

MOTION CARRIED 6-0.

8. **Discussion Item – Ordinance Amendment – Vacant Property Registration**
Sparks presented a draft ordinance amendment regarding the registration of vacant buildings. The draft ordinance requires the registration of all vacant buildings within 60 days of vacancy. With the registration comes an inspection and a plan for maintenance for the property. The maintenance plan is required to correct any violations on the property and to ensure the building isn't maintained as blight or a nuisance.

Skordahl stated that empty tenant bays in multi-tenant commercial structures should not require registration. Olson said while he could see the case for exemptions in certain circumstances, it may be too difficult to enforce. Murray suggested that the ordinance clearly state responsibilities for snow removal and yard maintenance. Gardner suggested making the ordinance more clearly reference buildings as opposed to vacant property. Zutz said the 60 days of vacancy before requiring registration seemed reasonable.

MOTION BY ZUTZ, SECOND BY GARDNER TO RECOMMEND APPROVAL OF THE ORDINANCE WITH CHANGES TO REFLECT THE COMMENTS FROM THE COMMISSION. MOTION CARRIED 6-0.

9. **Other Items** – Skordahl stated that Commissioners should notify Sparks if they cannot attend a meeting to ensure there is a quorum.
10. **Adjournment:** MOTION BY STEINKE, SECOND BY OLSON TO ADJOURN MEETING AT 7:45 PM. MOTION CARRIED 6-0.

Nate Sparks, City Planner

Date