

**CITY OF ST. FRANCIS
ST. FRANCIS, MN
PLANNING COMMISSION MINUTES
February 15, 2012**

1. **Call to Order:** The Planning Commission meeting was called to order at 7:00 pm by Chairman Rich Skordahl.
2. **Roll Call:** Present were Chairman Rich Skordahl, Commission Members Greg Zutz, Todd Gardner, Roni Ronyak, William Murray , Council Member Tim Brown & City Planner Nate Sparks, NAC (Northwest Associated Consultants), Kathy Lind Planning Commission Secretary
3. **Adopt Agenda:** MOTION BY ZUTZ, SECOND BY RONYAK TO ADOPT THE FEBRUARY 15, 2012 PLANNING COMMISSION AGENDA. MOTION CARRIED 5-0
4. **Approve Minutes:** MOTION BY MURRAY, SECOND BY ZUTZ TO APPROVE THE NOVEMBER 16, 2011 PLANNING COMMISSION MINUTES. MOTION CARRIED 5-0
5. **Appoint Chair & Vice Chair:** MOTION BY ZUTZ, SECOND BY GARDNER TO APPOINT RICH SKORDAHL AS PLANNING COMMISSION CHAIRMAN. MOTION CARRIED 5-0. MOTION BY RONYAK, SECOND BY ZUTZ TO APPOINT TODD GARDNER AS PLANNING COMMISSION VICE-CHAIRMAN. MOTION CARRIED 5-0
6. **Public Comment:** None
7. **Public Hearing:** Minor Subdivision & Variance- Jones Minor Subdivision.

Zoning Administrator Sparks presented to the Commission the background and review of the applicants request for the Minor Subdivision and Variance request.

The Commission reviewed the applicants request to divide two parcels into three located at 23725 Nacre Street. The resulting division will leave existing buildings within the required setback necessitating the variance. The applicant stated that the variance is necessary due to a mediated settlement to resolve a property dispute between the various parties that have an interest in the land.

The Public Hearing opened at 7:08 pm. No comments from the public.

The Public Hearing closed at 7:09 pm

A MOTION WAS MADE BY RONYAK, SECOND BY MURRAY TO RECOMMEND APPROVAL OF THE MINOR SUBDIVISION & VARIANCE REQUEST WITH THE FOLLOWING CONDITIONS AS PROPOSED BY STAFF.

1. The applicant shall provide an easement 60 feet in width for right-of-way purposes along both County and City right-of-way.
2. Park dedication shall be paid.
3. The subdivision shall be recorded with Anoka County within 90 days of approval.
4. Any other recommendations by the City Engineer or Anoka County shall be met.

8. **Public Hearing:** Ordinance Amendment – School Clinic.

Zoning Administrator Sparks presented to the Commission the background and applicants request for a text amendment and conditional use permit for a clinic inside the high school intending to serve employees and their families. The text amendment would allow for this type of use as a conditional use permit in the R-2 District.

The Public Hearing opened at 7:30 pm

Chris Wirz, Maintenance Program Supervisor and Tom Larson, Community Service Director with School District 15 took the podium to explain why the district was requesting this Ordinance Amendment and Conditional Use Permit. Basically, the Districts motivation to open the clinic was to become a self-insured district for those employees covered under their medical insurance as well as a significant cost savings to the district. The clinic will be free to qualified employees and their dependents and not open to the general public.

Council Member Brown was concerned that the district began the process of opening this clinic and signing contracts, publishing brochures etc. without considering zoning and permits requirements and cautioned this commission to carefully consider this request before making any recommendations to the city council. Tom Larson and Chris Wirz both said that they had to put together the financial plans first to be presented to the school board for approval before they took it to this next step.

The Public Hearing closed at 7:51 pm

After much discussion, A MOTION WAS MADE BY MURRAY, SECOND BY RONYAK TO NOT RECOMMEND APPROVAL OF THE ORDINANCE AMENDMENT. GARDNER AND SKORDAHL OPPOSED, ZUTZ ABSTAINED. 2-2-1

The commission was not sure what the Roberts rules were in regards to Zutz abstaining and how it effects the original motion, therefore it will be presented to City Council as a tie vote.

THERE WAS A MOTION BY MURRAY TO RECOMMEND APPROVAL TO REZONE THE SCHOOL TO COMMERCIAL. MOTION FAILED DUE TO LACK OF SECOND.

9. **Public Hearing:** Conditional Use Permit – School Clinic

Public Hearing Opened at 8:08 pm. No public Comments

Public Hearing Closed at 8:09 pm.

THERE WAS A MOTION BY GARDNER, SECOND BY SKORDAHL TO RECOMMEND APPROVAL ON THE ORDINANCE AMENDMENT AND CONDITIONAL USE PERMIT WITH THE CONDITIONS PRESENTED BY STAFF AND ADD THE CONDITION THAT THE CLINIC NOT EXCEED 1400 SQUARE FEET. MURRAY AND RONYAK OPPOSED. ZUTZ ABSTAINED. MOTION FAILED DUE TO TIE VOTE. 2-2-1

Again, the commission was not sure what the Roberts rules were in regards to Zutz abstaining and how it effects the original motion, therefore it will be presented to City Council as tie vote.

10. **Goal Setting 2012:** There were no recommendations for goal setting for 2012 at this time.

11. **General Discussion items by Planning Commissioners:** None

12. **Adjournment:** MOTION BY MURRAY, SECOND BY ZUTZ TO ADJOURN MEETING AT 8:20 PM. MOTION CARRIED 5-0

Kathy Lind, Zoning Secretary

Date