

**CITY OF ST. FRANCIS  
ST. FRANCIS, MN  
PLANNING COMMISSION MINUTES  
February 16, 2011**

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 Ray Steinke, Greg Zutz, Wm Murray, John Hanes, Todd Gardner, City Planner Nate Sparks, NAC (Northwest Associated Consultants), Kathy Lind Planning Commission Secretary and Mayor Jerry Tveit.
3. **Adopt Agenda:** Motion by Zutz second by Steinke to adopt the February 16, 2011 Planning Commission Agenda. Motion carried 6-0.
4. **Approve Minutes:** Motion by Steinke second by Murray to approve the November 17, 2010 Planning Commission Minutes. Motion carried 6-0.
5. **Public Comment:** None.
6. **Election of Officers.** Motion by Steinke second by Zutz to appoint Rich Skordahl as the Planning Commission Chairman. Motion by Steinke second by Murray to appoint Todd Gardner as the Planning Commission Vice Chairman. Motion carried 5-0 with John Hane abstaining.
7. **Parking & Driveway Ordinance Public Hearing.**

The Public hearing to discuss the Parking & Driveway Ordinance amendments opened at 7:12pm. Closed at 7:13pm. Motion by Hane second by Steinke to make recommendation to the City Council on the below 5 amendments. Motion carried 6-0.

1. Pages 2 & 3 - Section 10-19-3-1 regarding disability parking to be clarified to defer to all federal and state standards, whichever is most restrictive.
2. Pages 3 & 4 - Section 10-19-4-B-5 & 10-19-4-B-11 regarding driveway standards restricts paved driveways to being just concrete and/or bituminous. Paver stone or similar driveways may become more prevalent as general storm water ordinances become more restrictive. These types of driveways should be included to ensure they are not inadvertently discouraged.
3. Page 5 - Section 10-19-4-B-21 reflects proposed requirements to Rural Residential and Marginal Land PUD zoned properties to have their own driveways paved. The secondary driveway should not be required to be paved except for the portion within the public right-of-way. This policy change would only impact properties in existing platted Rural Residential and Marginal Land PUD subdivisions that are on paved roads.

4. Page 7 - Section 10-19-7, Proof of Parking is proposed to be allowed as a conditional use. Previously, the city would review this type of request with a site plan review, however, now City policy is that such reviews are only necessary in conjunction with a CUP, Variance, or PUD. Therefore, the proof of parking is recommended to be moved into such a class to allow for a necessary review by City Council.
  5. Page 7 - Section 10-19-8-A, Curb Cuts is proposed to be renamed “Curb Cuts & Property Access Points”. Residents in the rural area have expressed confusion on whether or not this section applied to them. Thus, a clarification in the name is proposed.
- 8. Sign Ordinance Review.** The Planning Commission has had series of discussions regarding modifications to the sign ordinance due to it being out of date in terms of content, neutrality and with non-conformities. There were also issues regarding enforceability especially in regards to temporary signage. Sparks provided a draft ordinance that has been updated based on past recommendations of this commission. After reviewing the draft submitted, the commission had a consensus on the following.
1. Temporary signs. The commission feels that the only way to enforce the time limit allowed on temporary signs was to require a permit, preferably at no cost.
  2. Banner sign regulations. The Planning Commission discussed creating a limit on the number of banners allowed per building using the same limits as identified in Cambridge’s ordinance. Banners do not currently require a permit, but any banner on the ground or staked to the ground (not fully attached to a building) would be treated as a temporary sign and require a permit.
  3. There was a brief discussion regarding illuminated signs. Illuminated signs are not currently governed by the sign ordinance but more by the lighting/nuisance ordinance.
- Sparks will make the recommended changes and submit to the City Administrator to review and approve. Once approved, the recommended changes to the sign ordinance will be back to the Planning Commission for a public hearing.
- 9. Goal Setting - 2011**  
Chairman Skordahl feels this commission has always worked in a more re-active way and tasked the commission members to think of any specific goals or issues they would like to address for the upcoming year and present their ideas at the next Planning Commission meeting.
- 10. Discussion by Planning Commissioners:** None
- 11. Adjournment.** Motion by Hane second by Murray to adjourn the Planning Commission meeting at 7:56pm. Motion carried 6-0.