

**CITY OF ST. FRANCIS  
ST. FRANCIS, MN  
PLANNING COMMISSION MINUTES  
March 21, 2012**

1. **Call to Order:** The Planning Commission meeting was called to order at 7:00 pm by Vice Chairman Todd Gardner
2. **Roll Call:** Present were Vice Chairman Todd Gardner, Commission Members, Roni Ronyak, William Murray, Greg Zutz , and Ray Steinke, Council Member Tim Brown & City Planner Nate Sparks (Northwest Associated Consultants), Planning Commission Secretary Kathy Lind and City Administrator Matt Hylen. Also in attendance were Tom Larson and Chris Wirz from St. Francis School District 15.
3. **Adopt Agenda:** MOTION BY STEINKE, SECOND BY MURRAY TO ADOPT THE MARCH 21, 2012 PLANNING COMMISSION AGENDA. MOTION CARRIED 5-0
4. **Approve Minutes:** MOTION BY MURRAY, SECOND BY RONYAK TO APPROVE THE FEBRUARY 15, 2012 PLANNING COMMISSION MINUTES. MOTION CARRIED 5-0
5. **Public Comment:** None
6. **Ordinance Amendment & Conditional Use Permit – School Clinic**  
Tom Larson, Community Service Director for District 15 toke the podium to summarize the plan for the School District to operate a limited medical clinic within the High School building in order to primarily serve district employees and their dependents.  
Zoning Administrator Nate Sparks reviewed the background regarding the text amendment and conditional use permit for the St. Francis School District from the February Zoning meeting. After discussing this item at the February meeting, the Planning Commission did not make a recommendation to the City Council. Motions for both approval and denial failed 2-2. The Council reviewed this matter and has directed the item back to the Planning Commission for a formal recommendation.

AFTER MUCH DISCUSSION, A MOTION WAS MADE BY STEINKE, SECOND BY GARDNER TO RECOMMEND FOR APPROVAL THE BELOW DRAFT AMENDMENT. MURRAY AND RONYAK OPPOSED, ZUTZ ABSTAINED. MOTION FAILED DUE TO TIE VOTE 2-2-1.

10-57-4: R-2 District Conditional Uses:

D. Accessory Medical Clinic to a Public School provided:

- a. The clinic is located within an existing school building.
- b. The clinic exclusively serves school district employees and dependents.
- c. The clinic shall be clearly accessory and incidental to the school use.
- d. The school shall demonstrate that adequate required parking is available on site to serve both the school and the clinic.
- e. The clinic shall not exceed 1,400 square feet in area.

Since the motion failed due to a tie vote, the commission can:

1. Make a motion to table until next meeting for addition information.
2. Continue to discuss until there is a majority vote.

Vice Chairman Gardner asked Commission Members Murray and Ronyak if there was any additional information they need to help them in changing their opposing votes.

Commission member Ronyak and Murray both believe that a medical clinic does not belong in a school and there was no additional information that could be presented that would change their opposing votes.

Commission members, Steinke, Gardner and Zutz also stated there was no additional information they required to change their votes approving the amendment change.

Since all efforts have been exhausted to change the original 2-2-1 vote on the amendment change this matter will be taken back to the City Council for review.

Vice Chairman Gardner wanted to take a vote to include the CUP review along with the amendment ordinance vote that failed due to a tie vote.

A MOTION BY STEINKE, SECOND BY GARDNER TO INCLUDE THE CUP REVIEW WITH THE DRAFT AMENDMENT VOTE. RONYAK-APPROVED, MURRAY-OPPOSED. ZUTZ-ABSTAINED. MOTION PASSED 3-1-1

7. **Goal Setting:** None

8. **General Discussion items by Planning Commissioners:**

Commission member Zutz was wondering what the policy is regarding material submitted on behalf of a member of the public not present. ~~public sharing during these meetings.~~ City Administrator, Matt Hylen stated the Chairman has the right to allow public input but there is some risk in grandstanding, discussions without being recognized and documents being handed out that are not part of the public record. There will be an agenda item added to next month's meeting to review the policies regarding public input at these meetings.

Mr. Hylen also recommended that this commission participate in a presentation regarding the River Crossing Study on Bridge Street when making future recommendations.

9. **Adjournment:** MOTION BY STEINKE, SECOND BY RONYAK TO ADJOURN MEETING AT 9:11 P.M. MOTION CARRIED 5-0

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Kathy Lind, Zoning Secretary

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Date