

**CITY OF ST. FRANCIS
ST. FRANCIS, MN
PLANNING COMMISSION MINUTES
June 15, 2011**

1. **Call to Order:** The Planning Commission meeting was called to order at 7:02 pm by Chairman Rich Skordahl.
2. **Roll Call:** Present were Chairman Rich Skordahl, Commission Members Ray Steinke, Greg Zutz , Todd Gardner, Roni Ronyak & William Murray, City Planner Nate Sparks, NAC (Northwest Associated Consultants), Kathy Lind Planning Commission Secretary and City Council Member Steve Kane.
3. **Adopt Agenda:** Motion by Steinke second by Murray to adopt the June 15, 2011 Planning Commission Agenda. Motion carried 6-0.
4. **Approve Minutes:** Motion by Murray second by Ronyak to approve the March 16, 2011 Planning Commission Minutes. Motion carried 6-0.
5. **Public Comment** - None
Public Hearing - None
6. **Kennel Ordinance:**
Zoning Administrator, Nathan Sparks reviewed the background and the cities current Kennel License ordinance. After a brief discussion, the consensus was to tighten up the current Kennel license definition on the quantity of dogs allowed. The commission wants to review other kennel ordinances from neighboring cities to be reviewed at the next Planning and Zoning meeting.
7. **Comprehensive Plan Implementation-Downtown Parking:**
The City's goal was to find ways of improving and potentially expanding the downtown area. Previous discussions identified reviewing downtown architectural standards and parking requirements as possible early steps in the implementation process. Zoning Administrator, Nathan Sparks provided three methods on how other cities handle this.
 1. **Parking Reductions:** If the city feels that it has ample opportunities for parking within the downtown area it may just simply reduce the number of stalls necessary. For example the city may calculate the required number of stalls and then reduce it by 25-30%. The City of Monticello reduces the required parking to 60%, when the applicant opens their lot for shared public parking.
 2. **Shared Parking:** Many cities allow property owners to share parking areas, sometimes with a CUP, to require less parking on one site if ample parking is available on another or if the uses are compatible. The City of St. Francis has a joint parking ordinance, although it appears to be seldom used. This method is used in Isanti and Big Lake.
 3. **Cash-in-lieu of Parking:** This method established a community parking fund and allow for businesses to either provide parking or contribute to the fund. Then the fund pays for the acquisition of land, construction, and maintenance of parking lots. This method is utilized within the City of Cambridge.

After a brief discussion, the commission felt that method #1 was the best option for the City of St. Francis's downtown area, with method #2 as a back-up option. There needs to be a short term analysis on what the proper reduction should be.

8. Sign Ordinance Update:

The sign ordinance will have its second reading at the next City Council meeting. This commission wants the City Council to review the sign permit fee of \$75 and recommend reducing it to \$25.00. Nate Sparks is suggesting that the sign ordinance changes and fees not become effective until the 1st of next year rather than the normal ordinance change waiting period of 30 days.

9. Discussion by Planning Commission:

Planning Commission member William Murray reviewed what he learned from attending the "Land Use Workshop" The highlights of this workshop were home occupation, and legal issues regarding Conditional Use permits vs. Interim Use permits.

10. Adjournment:

Motion by Steinke second by Gardner to adjourn the Planning Commission meeting at 8:05pm. Motion carried 6-0.

Kathy Lind
Zoning Secretary