

**CITY OF ST. FRANCIS
ST. FRANCIS, MN
PLANNING COMMISSION MINUTES
July 20, 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 , Todd Gardner, Roni Ronyak, William Murray, John Hane & City Planner Nate Sparks, NAC (Northwest Associated Consultants), Kathy Lind Planning Commission Secretary and City Council Member Steve Kane.
3. **Adopt Agenda:** Motion by Zutz, second by Murray to adopt the July 20, 2011 Planning Commission Agenda. Motion carried 7-0
4. **Approve Minutes:** Motion by Steinke second by Zutz to approve the June 15, 2011 Planning Commission Minutes. Motion carried 7-0.
5. **Public Comment:** Russ Martie of 2998 150th Street, Monticello MN approached the podium. Mr. Martie had a preliminary and final plat approved by the Planning Commission and City Council several years back but it was never recorded with the county. Since so much time has passed, Mr. Martie will have to follow the standard process of approval. Chairman Skordahl, feels that the preliminary and final plat can be approved at the same time since the drawings have already been completed.
6. **Amended Preliminary Plat & Final Plat South Highway 47 Industrial Park:** City Planner, Nate Sparks reviewed the City of St. Francis's proposal to amend the preliminary plat for the South Highway 47 Industrial Park to include additional land adjacent to the site. One parcel each to the east and west of the site are proposed to be added to the plat. The plat will have 1 larger industrial parcel instead of six smaller industrial parcels. The one parcel will then be reviewed for the site plan for the Public Services Facility for the city. The proposed parcel on the final plat would exceed all I-2 District Standards.

Chairman Skordahl opened the public hearing for the amended preliminary plat at 7:23pm. No comment was received and the Chairman closed the hearing at 7:24pm.

Chairman Skordahl stated that action on this item will take place in conjunction with the next business item.

7. **Public Services Building Site Plan Review:** Sparks presented the site plan for the Public Services Facility for review by the Commission. It was noted that the site was consistent with the setback and lot standards for an I-2 Parcel. There is one large building with some accessory buildings behind. All proposed buildings will be meeting respective setbacks. The site is also consistent with impervious surface and driveway standards. There is an existing essential services structure on the site that is currently non-conforming in terms of location that must remain where it is at this time. If outdoor storage is proposed in the future, the City will need to acquire a CUP. A corridor for a future trail along Highway 47 was being preserved and allows for a connection to Community Park to the northeast. This trail corridor constricts the site a bit leaving less

room for landscaping. Full screening to the property across the street is not expressly required, however, due to the property being zoned commercial. However, it is currently undeveloped and there are townhomes behind. Sparks stated that a conforming lighting plan must be provided and is currently being developed.

Chairman Skordahl noted that the trail is identified in the Park & Trail Plan and that the provision of the trail is more important but it is ideal to get as much landscaping as possible while still getting in the trail. Hane asked if the elevation of the trail could assist in the screening. Zutz asked for clarification on where this trail segment would connect to other sections. Sparks stated there would be a future connection at Cree Street and to the trail in Memorial Park. Zutz suggested that it be ensured that the trail terminate across 227th from the trail in Memorial Park to limit the number of people using the shoulder of the road.

After some discussion, there was a motion by Hane, Second by Steinke to recommend approving the amended preliminary plat, final plat, and site plan with the following suggestions:

1. Connect the trail to the trail in Community Park so that pedestrians do not have to use the shoulder of 227th Ave.
2. Increase screening as much as possible along the front of the site while still providing for the trail.
3. Provide a conforming lighting plan prior to the issuance of any building permit.

Motion carried 7-0.

8. **Kennel Ordinance Discussion:** At the last Planning Commission meeting there was a consensus to make the standards for private kennels similar to commercial kennels. The commission also wanted to review the practices of neighboring cities regarding this matter. City Planner, Nate Sparks reviewed neighboring cities ordinances regarding this subject and presented them to the commission. After reviewing the different options the consensus of the commission was to add the below requirements:

2. Number of Dogs Allowed.

- a. Number of dogs permitted shall not exceed three (3) dogs over the age of three (3) months per dwelling unit in the urban service area and on rural parcels less than 5 acres in size. Properties located within the Urban Service area of the City shall be limited to a maximum of two dogs housed outside the principal structure.
- b. On parcels greater than 5 acres in size in the rural service area, the number of dogs permitted shall not exceed four (4) dogs over the age of three (3) months per dwelling unit unless in receipt of an Interim Use Permit for a Kennel in the A-1, A-2, or A-3 Districts. In no instance shall the number of dogs exceed 15 with the IUP.

Since the maximum number of dogs would be found in the Animal Ordinance section above and the distinction between Commercial and Non-commercial kennels is no longer necessary, this definition could be changed to read as follows:

Kennel: Any structure or premises on which more than four (4) dogs over six (6) months of age are housed, kept for sale, bred, boarded, or exhibited, except hospitals, clinics, and other premises operated by a licensed veterinarian exclusively for the care and treatment of animals.

City Planner, Nate Sparks will bring back the ordinance amendment at the next meeting with performance standards. The consensus was to have this go to a public hearing at the next Planning Commission meeting.

9. **Discussion by Planning Commission:** None

10. **Adjournment:** Motion by Steinke, Second by Murray to adjourn the meeting at 8:22pm.
Motion carried 7-0

Kathy Lind
Zoning Secretary