

**CITY OF ST. FRANCIS
ST. FRANCIS, MN
PLANNING COMMISSION MINUTES
May 18, 2022**

1. **Call to Order:** The Planning Commission meeting was called to order at 7:00 pm by Chair Women Fairbanks
2. **Roll Call:** Present were Colleen Sievert, Liz Fairbanks, Dean Becker, Tara Kelly, Dustin Pavel. Absent: Christina Bass, Deborah Humann.

Others in attendance: Kate Thunstrom, Community Development Director; Beth Richmond, City Planner; and, Kevin Robinson, City Council.

3. **Adopt Agenda:** Motion by Kelly, second by Fairbanks to approve the agenda. Motion carried 5-0.
4. **Approve Minutes:** Motion by Fairbanks, second by Pavel to approve the April 20, 2022 minutes. Motion carried 5-0.
5. **Public Comment:** None
6. **Public Hearing:**

a. Variance Request- Erkium Street.

Richmond reviewed the staff packet. Applicant will be required to provide formal delineation of wetland edge as a condition of approval. The main question was the frontage and access of the site. Staff is recommending approval of the variance

Public Hearing opened at 7:07p.m.

- Lee Hennen – 617 E Main Street – his property abuts the easement, questioned the removal of temporary cul-du-sac with future development and expressed concern about the road.

Public Hearing closed at 7:11 p.m.

Commission discussed the road as it related to future development of the surrounding properties. Thunstrom explained the developer didn't follow the plat regarding the road but it wouldn't be corrected unless there was further development to the west.

- Lee Hennen- asked access to the road for his property related to the easement. Richmond explained it was a different circumstance but would require a variance.

Motion by Sievert, second by Becker to recommend approval of the lot frontage variance at XXX Erkium Street NW with conditions and findings of fact as recommended by Staff. Motion passed 5-0.

b. Ordinance amendment- screening in D&U easements

Richmond reviewed the staff packet and staff recommendation for approval.

Public Hearing opened at 7:28 p.m.
Public Hearing closed at 7:28 p.m.

Motion by Fairbanks, second by Kelly to recommend approval of the amendment to section 10-73-03 to allow fences and trees in the utility easements with restrictions as proposed by Staff. Motion passed 5-0.

c. Northrop Grumman Grading Plan IUP
Richmond reviewed the staff packet and recommendation to approve the Interim Use Permit for grading.

Commission asked if there was a tree replacement plan in place in the event the planned project falls through. Richmond replied it could be added as a condition of approval. Commission discussed the wetland replacement ratio.

Public Hearing opened at 7:35 p.m.

Public Hearing closed at 7:36 p.m.

Motion by Fairbanks, second by Sievert to recommend approval of the IUP permit for Northrop Grumman Site Grading with conditions as outlined in the City Engineer Reported dated 5/11/2022, and with added conditions that the review of the wetland replacement plan/ wetland impact be completed with appropriate response prior to City Council, and added condition if site plan fails vegetation will be restored. Motion passed 5-0.

7. Regular Business Items

a. St. Francis Dental Site Plan Review.
Richmond reviewed the staff packet and recommendation for approval. She added a note about landscaping and a condition of approval that the applicant provide missing information about existing vegetation and trees. Staff recommends if vegetation needs to be added that those elements happen closer to Bridge Street to buffer the parking lot to make that area as pedestrian friendly as possible. She added the City Engineer recommended the applicant show an access route for the building expansion.

Commission questioned the increased size of the parking surface and the need for snow removal. Richmond recommended requesting a plan from the applicant.

Commission questioned overflow parking in the area. Richmond responded discussions about this are ongoing but this will help.

Motion by Fairbanks, second by Becker to recommend approval of the St. Francis Dental Center Site Plan with conditions and findings as presented by Staff, with the added condition that the applicant provide a plan for snow removal. Motion passed 5-0.

8. Planning Commission Discussion None

9. **Adjournment:** Motion by Fairbanks to adjourn. Motion carried 5-0. Meeting adjourned at 7:49 p.m.

Website Link to Packets and Minutes for the Planning Commission:

<https://www.stfrancismn.org/meetings>

Recorded by: Time Saver

DATE APPROVED: