

Planning Commission
March 2, 2015

Pursuant to due call and notice thereof, a Planning Commission meeting was held on March 2, 2015 at 6:30 p.m. at Sartell City Hall.

MEMBERS PRESENT: Ryan Fitzthum (arrived at 6:45), Gary Orman, Glenn Persen, Anna Gruber, Dawn Moen, Amelia Barkley (Student Liaison)

MEMBERS ABSENT: None

OTHERS PRESENT: Anita Rasmussen, Community Development Director/Assist City Administrator
Mike Nielson, City Engineer

Orman called the meeting to order at 6:30 p.m.

ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON 2015

A MOTION WAS MADE BY PERSEN TO NOMINATE ORMAN AND FITZTHUM FOR THE POSITION OF CHAIR AND VICE CHAIR. ORMAN ASKED FOR A CLARIFICATION OF DESIGNATING A SPECIFIC PERSON TO EACH POSITION. PERSEN AMENDED HIS MOTION TO NOMINATE ORMAN FOR CHAIR AND FITZTHUM FOR VICE CHAIR, MOEN SECONDED. NOMINATIONS CLOSED. UPON VOTE BEING TAKEN THE FOLLOWING VOTED:

AYE: PERSEN, MOEN, GRUBER, ORMAN
NAY: NONE
MOTION CARRIED

AGENDA REVIEW AND ADOPTION

A MOTION WAS MADE BY GRUBER TO APPROVE THE AGENDA. THE MOTION WAS SECONDED BY MOEN. UPON VOTE BEING TAKEN THE FOLLOWING VOTED:

AYE: PERSEN, MOEN, ORMAN, GRUBER
NAY: NONE
MOTION CARRIED

APPROVAL OF MINUTES OF PREVIOUS MEETING

A MOTION WAS MADE BY MOEN TO APPROVE THE MINUTES OF THE FEBRUARY 2, 2015 MEETING MINUTES. THE MOTION WAS SECONDED BY GRUBER. UPON VOTE BEING TAKEN THE FOLLOWING VOTED:

AYE: PERSEN, MOEN, ORMAN, GRUBER
NAY: NONE
MOTION CARRIED

NEW BUSINESS

ARBOR TRAILS DEVELOPMENT

RST Land LLC is requesting the approval of a rezoning, preliminary plat and final plat for a development known as Arbor Trails. The property is located west of 65th (19th) Avenue and north and east of County Road 4. Currently, the property is designated as R-3 (multifamily) and R-1 (single family). Although single-family homes are an allowed use with in an R-3 zoning district, it comes with slightly different setbacks as those in an R-1 district. The property owner is requesting the rezoning to all R-1 in an effort to create consistent zoning district standards within their development. The previous approved preliminary plat (Sandstone Village) contained townhomes and twin homes. The revised preliminary plat contains a total of 63 single family lots (over four phases) which range in size from 14,000 to 83,000 sf. All setbacks, lot sizes, and dedications are met. The final plat contains 19 single family lots. Conditions of approval include:

Additional Conditions of Final Plat Approval Include:

1. The median proposed at the entrance of Arbor Parkway shall be constructed of concrete. No natural vegetation shall be planted, as maintenance is burdensome on City resources. A development sign may be allowed as so long as it is constructed according to city ordinances (size) and materials.
2. Park dedication in the amount of \$18,582 submitted at the time of plat recording.
3. Screening along Lot 5, block 2 shall consist of 6 foot coniferous trees spaced 20 feet apart along the south/easterly property line.
4. Prior to the issuance of a certificate of occupancy, each lot will be required to plant one tree in the front yard based on the City Standards.
5. All of the proposed lots, driveway entrances, housing types and elevations shall be constructed as proposed. If there is a desire to deviate during the building permit process, the builder/developer will be responsible for obtaining a new grading plan approval from the City (along with application/fees).
6. Wetland delineation sign, per city code, shall be installed prior to the release of any building permits.
7. This development is subject to trunk storm, water and sewer fees as dictated in the Development Agreement. The outlots will be subject to future trunk fees and dedication requirements.
8. Approval is contingent on TEP/WCA application request

A MOTION WAS MADE BY PERSEN TO APPROVE THE FINDINGS OF FACT FOR THE REZONING REQUEST. THE MOTION WAS SECONDED BY GRUBER. UPON VOTE BEING TAKEN THE FOLLOWING VOTED:

**AYE: PERSEN, MOEN, ORMAN, GRUBER
NAY: NONE
MOTION CARRIED**

A MOTION WAS MADE BY GRUBER TO APPROVE THE ORDINANCE REZONING PROPERTY. THE MOTION WAS SECONDED BY PERSEN. UPON VOTE BEING TAKEN THE FOLLOWING VOTED:

**AYE: PERSEN, MOEN, ORMAN, GRUBER
NAY: NONE
MOTION CARRIED**

A MOTION WAS MADE BY GRUBER TO APPROVE THE PRELIMINARY PLAT WITH CONDITIONS OUTLINED IN THE RESOLUTION. THE MOTION WAS SECONDED BY MOEN. UPON VOTE BEING TAKEN THE FOLLOWING VOTED:

**AYE: PERSEN, MOEN, ORMAN, GRUBER
NAY: NONE
MOTION CARRIED**

A MOTION WAS MADE BY GRUBER TO APPROVE THE FINAL PLAT AND DEVELOPMENT AGREEMENT WITH CONDITIONS OUTLINED IN THE RESOLUTION. THE MOTION WAS SECONDED BY MOEN. UPON VOTE BEING TAKEN THE FOLLOWING VOTED:

AYE: PERSEN, MOEN, ORMAN, GRUBER

NAY: NONE

MOTION CARRIED

2014 ANNUAL REPORT

Rasmussen present the annual report.

A MOTION WAS MADE BY PERSEN TO APPROVE 2014 ANNUAL REPORT. THE MOTION WAS SECONDED BY GRUBER. UPON VOTE BEING TAKEN THE FOLLOWING VOTED:

AYE: PERSEN, MOEN, ORMAN, GRUBER, FITZTHUM

NAY: NONE

MOTION CARRIED

SALE OF PROPRTY

State Statute requires that the Planning Commission needs to review all land transactions in relationship to their conformity with the Comprehensive Plan. Because the City has made significant investments in property along the Sauk River (Sauk River Regional Park) and Mississippi River (Rotary Park) the goal of obtaining additional river park property has been fulfilled and the need for the Shay property for park purposes no longer exists.

Fitzthum agreed that there isn't a need to acquire any additional park land along the river and that the Shay property isn't identified as a park on the comprehensive plan. Persen was concerned about selling excess property in general, needed additional information and would like to have a discussion with the City Council regarding this matter before feeling comfortable in making a recommendation.

A MOTION WAS MADE BY FITZTHUM TO APRPROVE THE RESOLUTION AUTHORIZING THE SALE OF PROPERTY. THE MOTION WAS SECONDED BY MOEN. UPON VOTE BEING TAKEN THE FOLLOWING VOTED:

AYE: MOEN, ORMAN, GRUBER, FITZTHUM

NAY: PERSEN

MOTION CARRIED

OLD BUSINESS

ORDINANCE AMENDMENT DISCUSSION

Rasmussen provided an overview of a change needed within the general regulations regarding the need to require a permit for accessory structures which are up to 200 square feet in size.

A MOTION WAS MADE BY PERSEN TO APRPROVE THE ORDINANCE AMENDMENT. THE MOTION WAS SECONDED BY MOEN. UPON VOTE BEING TAKEN THE FOLLOWING VOTED:

AYE: MOEN, ORMAN, GRUBER, FITZTHUM, PERSON

NAY: NONE

MOTION CARRIED

OTHER BUSINESS

MS4 ORDINANCE REQUIREMENTS

Rasmussen provided an update on the mandated ordinance amendments to comply with the new MS4 permit requirements. WSB just completed reviewing the ordinance changes for compliance. Once that review is complete, the ordinances would be brought back for discussion at a future meeting

ADJOURN

A MOTION WAS MADE BY FITZTHUM TO ADJOURN THE MEETING AT 7:20 P.M. THE MOTION WAS SECONDED BY MOEN. UPON VOTE BEING TAKEN THE FOLLOWING VOTED:

AYE: PERSEN, MOEN, FITZTHUM, GRUBER, FITZTHUM

NAY: NONE

MOTION CARRIED

Minutes by:

Anita Rasmussen, Planning Director