

**CITY OF SARTELL  
PLANNING COMMISSION AND PARK COMMISSION  
JOINT MEETING  
SARTELL CITY HALL  
MONDAY, JANUARY 7<sup>TH</sup>, 2019  
6:30 PM**

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- 1) AGENDA REVIEW AND ADOPTION
- 2) APPROVAL OF PREVIOUS MEETING PLANNING COMMISSION MINUTES
  - A. REGULAR MEETING NOVEMBER 5<sup>TH</sup>, 2018
- 3) NEW BUSINESS
  - A. COMBINING OF PARK AND PLANNING COMMISSION – DISCUSSION
  - B. TASK FORCE – SIGN + PARKING ORDINANCES
- 4) OLD BUSINESS
  - A. NONE
- 5) OTHER BUSINESS
  - A. PROJECT UPDATES
  - B. OPEN DISCUSSION
- 6) ADJOURN

*Questions on agenda should be directed to:  
Nate Keller, City Planner (320)-258-7316*

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FOR THOSE REQUIRING SPECIAL ASSISTANCE, PLEASE CONTACT CITY HALL AT 253-2171

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**Planning Commission**  
**November 5<sup>th</sup>, 2018**

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Pursuant to due call and notice thereof, a Planning Commission meeting was held on November 5th, 2018, 6:30 p.m. at Sartell City Hall.

**MEMBERS PRESENT:** Nathan Crowe, Jeff Phillipich, Gary Orman, Tim Elness, Abby Legatt

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Nate Keller, City Planner  
Janagan Ramanathan, Student Liaison  
Pete Yarmon, Applicant (Rezone + Land Use Amendment)

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

**AGENDA REVIEW AND ADOPTION**

**A MOTION WAS MADE BY ORMAN TO APPROVE THE AGENDA. THE MOTION WAS SECONDED BY LEGATT. UPON VOTE BEING TAKEN THE FOLLOWING VOTED:**

**AYE: CROWE, ORMAN, PHILLIPICH, ELNESS, LEGATT**

**NAY: NONE**

**MOTION CARRIED**

**MINUTES**

**A MOTION WAS MADE BY CROWE TO APPROVE THE AUGUST 6TH, 2018 MINUTES. THE MOTION WAS SECONDED BY ORMAN. UPON VOTE BEING TAKEN THE FOLLOWING VOTED:**

**AYE: CROWE, ORMAN, PHILLIPICH, ELNESS, LEGATT**

**NAY: NONE**

**MOTION CARRIED**

**3) NEW BUSINESS**

**A. YARMON REZONE AND LAND USE AMENDMENT**

Keller provided brief background on the land use amendment and rezone request. Yarmon (applicant) is seeking approval of a land use amendment from Medium Density residential to General Business along with a rezoning request from R-3 (Multi-family) to B-2 General Business. Keller explained how the request aligns with the criteria outlined in the Comprehensive Plan. Applicants intent is to remodel the interior and exterior of building to allow a Commercial tenant to occupy.

Phillipich asked about environmental concerns. Yarmon provided background on the old fuel storage tanks and the status of the MPCA letter of closure.

**Crowe opened the Public Hearing at 6:40PM**

A resident asked what the permitted uses are for a B-2 Zoning district. Keller explained some examples of permitted uses and offered to connect with the resident after the meeting (to provide a full list of the permitted uses). Yarmon provided background on the anticipated future tenants.

With no one else wishing to testify Crowe closed the Public Hearing at 6:55PM

**A MOTION WAS MADE BY PHILLIPICH TO APPROVE THE FINDINGS OF FACT FOR THE LAND USE AMENDMENT. MOTION WAS SECONDED BY ELNESS. UPON VOTE BEING TAKEN THE FOLLOWING VOTED:**

**AYE: CROWE, ORMAN, PHILLIPICH, ELNESS, LEGATT**

**NAY: NONE**

**MOTION CARRIED**

**A MOTION WAS MADE BY ORMAN TO APPROVE THE LAND USE AMENDMENT RESOLUTION. MOTION WAS SECONDED BY ELNESS. UPON VOTE BEING TAKEN THE FOLLOWING VOTED:**

**AYE: CROWE, ORMAN, PHILLIPICH, ELNESS, LEGATT**

**NAY: NONE**

**MOTION CARRIED**

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

**AYE: CROWE, ORMAN, PHILLIPICH, ELNESS, LEGATT**

**NAY: NONE**

**MOTION CARRIED**

**A MOTION WAS MADE BY ORMAN TO APPROVE THE REZONING ORDINANCE. MOTION WAS SECONDED BY CROWE. UPON VOTE BEING TAKEN THE FOLLOWING VOTED:**

**AYE: CROWE, ORMAN, PHILLIPICH, ELNESS, LEGATT**

**NAY: NONE**

**MOTION CARRIED**

**OTHER BUSINESS**

**A. PROJECT UPDATES**

Keller updated the Commission on the following:

- Website revamp
- Reker 14 unit apt
- Watab Creek Playground survey
- Heritage Dr trail extension grant (submission of letter of intent)
- Safe-routes-to-school Plan implementation
- Pinecone Rd construction update

Orman asked about first time home buyers and workforce housing. Keller explained staff has had numerous discussions with developers on this topic and will be researching possible Zoning/Subdivision code amendments to facilitate these types of housing options.

Orman asked about Karma Estates the new development off 19<sup>th</sup> Ave N. Keller provided background into the development stating the development is Single-Family and the 1<sup>st</sup> phase involves 24 single-family lots and the 2<sup>nd</sup> phase involves 20 single-family lots.

**ADJOURN**

**A MOTION WAS MADE BY PHILLIPICH TO ADJOURN THE MEETING AT 7:18 P.M. THE MOTION WAS SECONDED BY ORMAN.**

Minutes by:  
Nate Keller, City Planner

DRAFT

**SARTELL  
PLANNING + PARK COMMISSION**

**AGENDA  
COVER SHEET**

<b>Originating Department</b> Community Development	<b>Meeting Date:</b> January 7 <sup>th</sup> , 2019	<b>Agenda Item No</b> 3A
<b>Item:</b> Park and Planning Commission – Discussion		

**BACKGROUND:**

Staff has discussed the potential idea of combining the Park and Planning Commission to create one combined Commission. There are many items between Parks and Planning that overlap, and combining the two Commissions may foster greater collaboration, discussion, and boost our Comprehensive Planning efforts-

One example of this collaboration is the Park Commission’s Community Conversations held 3-4 times a year. A lot of success has been found in these conversations where the focus is at the neighborhood level. During these conversations, the Park Commission has heard many wonderful ideas that encompass items outside of parks including: crosswalks, nuisances, zoning/land use, and public safety. If these neighborhood conversations were heard by one body who is responsible for receiving input from the public from both planning and parks, that input would allow for more informed recommendations. Recommendations may include everything from ordinance updates, to land use studies, to crosswalk priorities, and to park improvement plans. Another example is when a Plat comes through the Planning Commission it would be valuable to get Park Commission input on potential future park locations.

**ATTACHMENTS:**

None

**ACTION REQUESTED:**

Staff requests a recommendation by Commission members on whether to proceed or not proceed with a combined Park and Planning Commission. Recommendation will then be forwarded to City Council for consideration.

# SARTELL PLANNING COMMISSION

# AGENDA COVER SHEET

<b>Originating Department</b> Community Development	<b>Meeting Date:</b> January 7 <sup>th</sup> , 2019	<b>Agenda Item No</b> 3B
<b>Item:</b> Task force – Sign and Parking Ordinances		

## **BACKGROUND:**

Staff recommends to take a look at both the City's Sign and Parking ordinances for potential updates and modifications. A task force would be assigned to take a deeper dive into potential ordinance modifications. Staff along with the Task Force would be tasked at reviewing existing ordinances, reviewing sample ordinances, and recommending any amendments. The hope is the resulting ordinances will create a simplified code and one that is easier to understand and supported by a variety of different stakeholders (staff, general public, business community, etc.)

Parking Ordinances in many Cities have also been rapidly evolving. In the past Parking Ordinances were structured to have Parking minimums which creates the landscapes we often notice at many shopping centers – vast large parking lots that are often not half full. Some Cities have gone to a Parking maximum or have flexed their parking standards to create ordinances that focus on market demand and not City determined and required parking minimums. The Task force would be responsible for reviewing current standards, reviewing example standards, and recommending any ordinance amendments.

Since both of these ordinances can be somewhat complex staff would like to assemble two Task force's one for Signs and one for Parking. Staff forecasts the Sign Task Force meeting 4-6 times and Parking Task Force meeting 3-4 times. Both of these Task Forces are a great opportunity to be involved hands-on with pro-active planning efforts. These ordinances have a profound impact on development, and every day City Administration.

## **ATTACHMENTS:**

None

## **ACTION REQUESTED:**

Staff requests a recommendation for two volunteers. One to serve on the Task Force devoted to Parking and the other to serve on the Task Force devoted to Signs.