

February 7, 2017

The Scandia Planning Commission held their regular monthly meeting on the above date.

Commissioner Jan Hogle was sworn in to serve a term that runs from February 1, 2017 to February 1, 2022.

The following were in attendance: Commissioners Jan Hogle, Travis Loeffler, Tom Noyes and Dan Squyres. Absent: Commissioner Walt Anderson. Staff present: City Administrator Neil Soltis and Deputy Clerk Brenda Eklund. Mayor Christine Maefsky and Council member Chris Ness were also in attendance.

Vice Chair Squyres called the meeting to order at 7:05 p.m.

**ANNUAL APPOINTMENT OF CHAIR AND VICE-CHAIR**

**Loeffler, seconded by Hogle, moved to nominate Dan Squyres as Chair and Jan Hogle as Vice-Chair of the Planning Commission for a one-year term. There were no further nominations. The motion carried 4-0.**

This recommendation will be presented to the City Council at their February 21, 2017 meeting.

**APPROVAL OF AGENDA, MINUTES**

**Loeffler, seconded by Noyes, moved to approve the January 3, 2017 meeting minutes as presented. The motion carried 4-0.**

**SELECTION OF TWO MEMBERS TO SERVE ON THE COMPREHENSIVE PLAN STEERING COMMITTEE**

Administrator Soltis explained that two of the nine positions on the Comprehensive Plan Steering Committee are allotted to representatives from the Planning Commission. Commissioners Dan Squyres and Jan Hogle volunteered to serve on the Steering Committee, and all were in consensus.

**RECOMMENDATION ON APPOINTMENT TO ST. CROIX PARTNERSHIP TEAM**

At their February 1 work session, the Council felt it would be appropriate to appoint a member of the Planning Commission to participate as the City's representative on the St. Croix Partnership Team. Administrator Soltis explained that this is a group of 35 communities along the MN and WI St. Croix Riverway that meets a few times a year to review and consult on land use and water surface issues. Commissioner Squyres attended the January 31<sup>st</sup> meeting, and volunteered as the City's representative.

**Loeffler, seconded by Noyes, moved to recommend Dan Squyres for appointment to the St. Croix Partnership Team. The motion carried 4-0.**

This recommendation will be presented to the City Council at their February 21, 2017 meeting.

### **REVIEW AND COMMENT ON FEDERATED CO-OP SIGN PERMIT**

Federated Co-op has purchased the Todd's Home Center business at 14860 Scandia Trail and is in the process of converting it to a Super America gas/convenience store. Mike McMahon and Mike Melberg were present to discuss the renovation and their application for a sign permit. Administrator Soltis explained that sign permit applications are reviewed and approved administratively, but the application is being brought before the Commission for comments on compatibility with the Architectural Design Guidelines, where applicable.

McMahon provided concept photos of the proposed signage and lighting on the building, canopy and the off-building/monument sign. McMahon stated that the business will also serve as a Country Store with a connection to the barn just east of the convenience store, which Federated has used as a re-fueler location for their propane operations for over 50 years. Federated has experience operating several convenience and fuel stores and McMahon said they are excited to become part of the community. He explained that all lighting will be LED's and downward cast, with only the canopy being lit afterhours. Pay at the pump service will be available 24 hours/7 days a week. Commissioners questioned if the afterhours lighting could be dimmed or motion detected, but McMahon and Melberg explained that lighting for customer safety is important and the LED's will be a focused light and shouldn't be obtrusive. Adjustments could be made if there are complaints.

Chair Squyres commented that he would prefer to see the signage conform more closely to the Architectural Guidelines, such as stonework added to the pillar sign. McMahon stated that future plans for the site will "Scandianize" the building through custom enhancements. Administrator Soltis noted that the EDA may be able to provide the tools in the future to assist in taking the building to the next step.

Commissioner Loeffler stated his appreciation for the presentation, and is encouraged that the owners will create a plan that works for the community.

### **REVIEW OF PRESENTATION ON OPEN MEETINGS AND DATA PRACTICES**

Administrator Soltis summarized a training presentation prepared by City Attorney Andy Pratt on the open meeting law and data practices which Pratt had presented to the City Council at their work session. Soltis referenced site visits, as they are subject to the open meeting law, and that "ex parte" communication is prohibited as stated in the site visit policy. Site visits are for gathering facts and information only, with discussion being done later within a public forum.

E-mail correspondence, social media posts, records retention, and conflicts of interest were also covered.

### **ADJOURNMENT**

**Loeffler, seconded by Noyes, moved to adjourn the meeting. The motion carried 4-0.**  
The meeting adjourned at 8:10 p.m.

Respectfully submitted,

Brenda Eklund, Deputy Clerk