

October 1, 2013

The Scandia Planning Commission held their regular monthly meeting on the above date. Chair Christine Maefsky called the meeting to order at 7:00 p.m. The following were in attendance: Commissioners Sue Bies, Jan Hogle, Steve Philippi, Peter Schwarz and Commission Chair Christine Maefsky. Staff present: City Administrator Kristina Handt, City Planner Sherri Buss, and Deputy Clerk Brenda Eklund. Mayor Simonson and Council member Chris Ness were also in attendance.

APPROVAL OF AGENDA, MINUTES

Schwarz, seconded by Hogle, moved to approve the agenda as presented. The motion carried 5-0.

Chair Maefsky noted a correction to the September 3rd minutes. Page 5, paragraph 4, should state that two footnotes will be used on the chart of permitted total square footage for accessory structures to exempt one 120-square foot shed and one 24'x 36' detached garage.

Hogle, seconded by Schwarz, moved to approve the September 3, 2013 minutes as corrected. The motion carried 5-0.

DISCUSSION OF PAPERLESS PACKET POLICY

Chair Maefsky provided a handout of her communications with staff regarding the change to paperless meeting materials which was implemented earlier in the year. Maefsky stated that it has been difficult to prepare for meetings and be an effective member of the Commission without paper copies of essential maps, surveys or supporting documents when discussing issues before them. Maefsky explained that members of the Commission have also voiced their frustration to her. Maefsky stated that it is difficult to view electronic items during the meeting when switching between pages on the screen. The offer for office staff to provide printed documents prior to each meeting, at a cost of \$.25 per page, has left some members without certain documents in front of them at the meeting. Maefsky would like to have all members have the same materials to lessen confusion and aid in their decision-making. Commissioner Beis stated the benefits of having paper copies at site visits for the depth of information provided. Commissioner Hogle recognized the cost-savings intent to go paperless, but noted that it has negatively affected the Commission's analysis and effectiveness on issues before them. Commissioners Schwarz and Philippi agreed that the digital medium has made it more difficult to contribute effectively during the meetings.

Chair Maefsky offered to prepare a statement or resolution on behalf of the Commissioners with a request that all Planning Commissioners be provided essential documents through paper copies. Maefsky will work with Administrator Handt to prepare the statement and to define the documents she feels are needed at the meetings and directly related to the decisions before the Commissioners – not all documents are needed as paper copies. Mayor Simonson stated that he would like to be included in the meeting to help in working through the difficulties and to find a solution to meet the needs of the Commissioners. The Commissioners will review the statement at their November 5th meeting.

RURAL EVENT FACILITY DRAFT ORDINANCE

City Planner Buss reviewed the changes to the Rural Events Facility ordinance as recommended during discussion of the ordinance at the September 3rd meeting. Definitions of Rural Event Facility and Rural Event Site have been separated out in the first section. Clarification that the facility operates on a for-profit basis is included in the definition. Rural Event Site was added to distinguish between the plans required for the entire property and the specific location within the property where the events are proposed to occur.

City Engineer Goodman reviewed the requirements of the Transportation Management Plan and concluded that the language in the draft ordinance appropriately identifies necessary elements related to traffic control and parking.

Language in Section (4)(E) Grading Plan will be revised to clearly explain that a grading plan is needed if new event sites, buildings, parking lots or other structures will be constructed.

Buss reported that Pete Ganzel, Washington County Health Department, suggested revised language regarding septic permits for permanent utilities. It was recommended to clarify Section (5)(C) to read “any on-site sewage treatment facilities needed shall be installed under a permit issued by Washington County”. Discussion on the need for portable satellites concluded that a combination of permanent and portable facilities can be utilized, and the city can require supplemental facilities as needed. The number, screening and buffering of portable facilities can be addressed in conditions upon issuance of the permits.

Deputy Majeski reviewed the draft ordinance and questioned if the hours for the event should be extended to 10:00 pm to be consistent with the city’s existing noise ordinance. The Commissioners were in agreement with this change.

Council member Ness questioned the term “outdoor event” with an example of a band playing inside a barn and the gathering moved to outside the building. It was decided to remove “outdoor” from (5)(H) and just require that “events shall not begin before 9 am and cease by 10 pm.”

This led to a discussion about setbacks of outdoor event areas. It was decided to write (5)(G) as “the rural event site must be at least 100 feet from the boundaries of adjoining properties”. Buss explained that if an applicant with an existing building cannot meet this setback, they would be denied a rural event facility permit.

Pam Arnold, 16560 220th Street, provided comments that the Commissioners noted were good points to be further discussed at the public hearing on the ordinance. There may be events that would have potentially negative impacts to surrounding properties, such as competitions involving motor vehicles or firearms. These types of events could be excluded in the definition of rural event facilities.

Philippi added that they should consider an initial limit on the duration of the IUP until any impacts are established. Buss proposed that a condition could be in all permits that would cause expiration of the permit.

A public hearing on the draft ordinance will be scheduled for the November 5th Planning Commission meeting.

MINIMAL IMPACT DESIGN STANDARDS COMMUNITY ASSISTANCE PACKAGE

Administrator Handt explained a program being sponsored by the MN Pollution Control Agency, in cooperation with the Washington Conservation District, to promote Minimal Impact Design Standards and Low Impact Development as an approach to stormwater management that protects groundwater resources. A Community Assistance Package could be available to the city for review of ordinances and engineering designs to implement these MIDS performance goals. Philippi noted that runoff from agricultural land should be the bigger concern.

Handt offered this information in the event that the city pursues this grant opportunity and a review of ordinances, along with public meetings, could be possible.

MET COUNCIL DEMOGRAPHIC FORECASTS FOR 2040

Administrator Handt reported that the Metropolitan Council has lowered the city's population forecast for 2040 based on growth in central cities and inner suburbs and away from outer ring suburbs and rural areas. A memo from Planner Buss included the projected numbers. Ten years ago, Scandia's projected population for 2030 was estimated at 5,400. This number fell to 4,900 for 2040 estimates.

Handt explained that these numbers could be challenged with evidence that the city has created an EDA to improve business and housing development. The numbers could impact the development of the next Comprehensive Plan, and affect the money available for roads, sewer extensions and parks. Buss offered that a population decrease of 500 is not significant, but if surrounding communities appear disadvantaged, Scandia could join with them and contest these estimates. System Plans and Statements for each community will be out in the next year or two.

NOVEMBER MEETING START TIME DUE TO ELECTION

The Planning Commission's November 5, 2013 meeting will begin at 8:00 p.m. due to the first Tuesday of November being Election Day. State law prohibits any public meetings to begin prior to 8:00 p.m. on an election day.

ADJOURNMENT

Hogle, seconded by Schwarz, moved to adjourn the meeting. The motion carried 5-0.

The meeting adjourned at 8:55 p.m.

Respectfully submitted,

Brenda Eklund
Deputy Clerk