



MINUTES OF THE PROCEEDINGS OF THE PLANNING COMMISSION OF THE CITY OF STACY IN THE COUNTY OF CHISAGO AND THE STATE OF MINNESOTA PURSUANT TO DUE CALL AND NOTICE THEREOF

**REGULAR MEETING
JANUARY 15, 2019, 7:00p.m.
30955 FOREST BOULEVARD STACY MN**

Call to Order

The meeting was called to order by Chair M. Ness at 7:00pm.

Roll Call

Present: Jim Ness, Rebecca LaMotte, and Mark Ness

Absent: Michell Boeck

Others Present: None

Oath of Office

The clerk administered the oath of office to Rebecca LaMotte, and Jim Ness.

Appointment of Chair and Co-Chair

Motion by Jim Ness for Mark Ness to continue as chair of the commission. Second by R. LaMotte. Members J. Ness, R. LaMotte, and M. Ness voted yes. Chair M. Ness declared the motion carried.

Motion by J. Ness to appoint Michelle Boeck as co-chair of the commission. Second by M. Ness. Members J. Ness, M. Ness, and R. LaMotte voted yes. Chair M. Ness declared the motion carried.

Agenda

Additions to the Agenda:

- Comprehensive Plan
- Snowmobile Map

Motion by J. Ness to approve the agenda as amended. Second by R. LaMotte. Members J. Ness, R. LaMotte, and M. Ness voted yes. Chair M. Ness declared the motion carried.

Approval of Minutes

Motion by J. Ness to approve the minutes as presented. Second by M. Ness. Members J. Ness, R. LaMotte, and M. Ness voted yes. Chair M. Ness declared the motion carried.

New Business

American Legal Correspondence

Letter American Legal, Amy Oaks, said that:

“Please note potential concern that came to light in the course of our work. Section 153.101(B)(2) contains a table of permitted signs. This table includes a definition/description of each sign type for each district. These appear to be the same definitions in §153.093.

Including the definitions in the table has the disadvantage of making the table more cumbersome, and increases the risk that the term might be revised in §153.093 but not in the table. It may be worthwhile for the city to consider electronic defined term links, which would allow the user to click on the sign type and pull up the definition for that sign type.

If this would be of interest to you, please contact your customer service representative.”

The commission would like to explore the link option and had two questions:

1. How would the paper copy show this?
2. Is there a cost?

R2 (One and Two Family Residential) – Clarification

Recent confusion regarding section:

§153.046

(C) Permitted principal uses.

- (1) All uses listed as permitted uses in the R-1 District;
- (2) Two family residences;
- (3) Duplexes as defined in this chapter.

Number (2) Two Family residences – this was interpreted that two separate homes were allowed on the property. The city attorney said this is not the case.

The commission recommends removal of Number (2) entirely as it is not necessary.

Public Hearing set for February 19, 2019, at 7:00pm or as soon as can be heard by the Planning Commission.

Chisago County Housing Toolkit

The commission will review the document in coordination with the Comprehensive Plan.

Park Plan

The Park Plan will be given to the Park and Recreation Committee to review, with a joint meeting of the Planning Commission, Park and Recreation Committee, and the City Council on Tuesday, April 16, 2019, at 7:00p.m.

Raingardens and Stormwater Credits

The ability to administer the plan was a concern. The commission will review some aspects of the plan when reviewing the comprehensive plan.

Comprehensive Plan

The commission will review and discuss any changes next month; the city engineer will need to review some sections of the plan.

Snowmobile Maps

The commission reviewed the proposed map; they asked if they have a say in the DNR’s trail. In particular the DNR trail by the Old BP Station – can that trail be moved down Stacy Trail and out of the

residential area. If there is no cost, they would like Stacy's Trail added to the DNR's.

Old Business

City Code Review

The commission made the following recommended changes to the city code based on the city engineer, city attorney, or other contract staff recommendations:

Point of Sale Septic Inspection:

The commission asked if there was any liability on the city if we have it in the code or and don't enforce it. The clerk will ask the city attorney.

Remove entirely:

§ 52.23 ADMINISTRATION.

(A) (1) The City Clerk shall maintain a proper system of accounts suitable for determining the operation and maintenance, equipment replacement and debt retirement costs of the treatment works and shall furnish the City Council with a report of such costs annually in October.

Remove entirely:

§ 52.22 SEWER SERVICE FUND.

(A) (1) The city establishes a "Sewer Service Fund" as an income fund to receive all revenues generated by the Sewer Service Charge System, and all other income dedicated to the operation, maintenance, replacement and construction of the wastewater treatment works, including taxes, special charges, fees, and assessments intended to retire construction debt.

(2) The city also establishes the following accounts as income and expenditure accounts within the Sewer Service Fund:

- (a) Operation and Maintenance Account;
- (b) Equipment Replacement Account;
- (c) Debt Retirement Account.

(B) All revenue generated by the Sewer Service Charge System, and all other income pertinent to the treatment system, including taxes and special assessments dedicated to retire construction debt, shall be held by the Clerk separate and apart from all other funds of the city. Funds received by the Sewer Service Fund shall be transferred to the "Operation and Maintenance Account," "Equipment Replacement Account," or "Debt Retirement Account," in accordance with state and federal regulations and the provisions of this chapter.

(C) Revenue generated by the Sewer Service Charge System sufficient to ensure adequate replacement throughout the design or useful life of the wastewater facility, whichever is longer, shall be held separate and apart in the "Equipment Replacement Account" and dedicated to affecting replacement costs. Interest

income generated by the "Equipment Replacement Account" shall remain in the "Equipment Replacement Account."

(D) Revenue generated by the Sewer Service Charge System sufficient for operation and maintenance shall be held separate and apart in the "Operation and Maintenance Account."

(E) Revenue generated by the Sewer Service Charge System sufficient for payment of debt service stemming from the wastewater facility shall be held separate and apart in the "Debt Service Account."

§51.41 Water Meter Setting, the city engineer's proposed changes:
Every water meter shall be installed in accordance with [all applicable codes, rules, and regulations with](#) the following provisions.

(A) [The meter shall be furnished by the Water Department and shall remain the property of the City. Regulations for the cost of furnishing and use of the meter shall be established by council resolution.](#)

(B) The service pipe from the water main to the meter shall be brought through the floor in a vertical position where the pipe enters the building. The full flow stop and waste gate valve shall be 12 inches above the floor.

(C) The bottom of the meter shall be between 12 and 24 inches above the finished floor line. The meter shall be set not more than 12 inches horizontally from the inside line of the basement wall unless a different position is approved by the Water Department. A suitable bracket shall be provided to support the meter in a proper vertical position and prevent noise from vibration.

(D) Each meter installation shall have a full flow stop and waste gate valve on the street side of the meter. In no case shall more than 15 inches of pipe be exposed between the point of entrance through the basement floor and the full flow stop and waste gate valve. A full flow stop and waste gate valve shall also be installed on the house side of the meter.

(E) Meter setting devices for 5/8-inch, 3/4 inch, and 1-inch meters shall be of copper pipe or tubing from the terminus of the service pipe up to and including the full flow stop and waste gate valve on the building side.

The commission agreed with his changes except change Water Department reference to Maintenance Department.

§50.07 Sewer/Water Availability Charge and §52.21 Determination of Sewer Service Charges

The engineer will be preparing a memo regarding WAC and SAC charges.

The clerk will prepare a summary of city code changes, the joint meeting of the commission and council will be on February 26, 2019, at 7:00p.m.

The commission will continue the code review at their next meeting, they will review code sections 90-96.

Open Discussion

None

Adjourn at 8:19p.m.

Chair M. Ness declared the meeting adjourned at 8:19p.m.

Sharon MT Payne