

**CITY OF SANDSTONE  
PLANNING COMMISSION  
July 8, 2020**

**CALL TO ORDER**

Chair Riley called the meeting to order at 7:00 p.m.

**ROLL CALL**

Members present: Steve Palmer, Randy Riley, Reese Frederickson, Andrew Spartz  
Members absent: Rene Stadin  
Staff present: Administrator Kathy George  
Others: None

**PLEDGE OF ALLEGIANCE**

All present recite the Pledge of Allegiance.

**APPROVAL OF AGENDA**

A change was made to Agenda Item 7(a)(i) – rather than reviewing Section 1310 Parking, the Planning Commission will review Section 515.37, Subdivision 10, Off-Street Parking Standards. **Motion by Spartz, second by Palmer, to approve the Agenda with the noted change. Motion passed 4-0.**

**APPROVAL OF MEETING MINUTES**

**Motion by Palmer, second by Spartz, to approve the minutes of the June 10, 2020 Planning Commission meeting. Motion passed 4-0.**

**PUBLIC HEARINGS** None

**NEW BUSINESS** None

**OLD & CONTINUING BUSINESS**

Zoning Ordinance Update: Section 515.37, Subdivision 10, Off-Street Parking Standards

The Planning Commission has been working on updating the Zoning Code to coincide with the Comprehensive Plan that was adopted in 2017. Now that all of the proposed new Zoning Districts have been reviewed, the Planning Commission reviewed the City's Off-Street Parking Standards, City Code Section 515.37, Subdivision 10. Commissioners reviewed the language in the current City Code and made changes/updates as necessary to coincide with the proposed new Zoning Districts. Commissioners further agreed that the Downtown Historic District should be exempt from off-street parking standards due to the fact that downtown property is considered prime real estate and the fact that most of the buildings/development currently exists, which would make it difficult for a new business to comply with these standards. A statement that relates only to non-residential uses in the Suburban Residential District will be moved from that district section language and added to 515.37, subdivision 10(a). It was determined that the Fence Policy will be reviewed in an upcoming Planning Commission meeting.

## Open House: Set Dates

The next step in the Zoning Ordinance Update is to inform the public of the proposed changes, followed by a Public Hearing. Originally, the Commission had talked about hosting a couple Open Houses to give property owners the opportunity to come in and look at the maps and ask questions.

When the COVID-19 situation occurred, the Commission talked about doing a poster/flyer and distributing it via every-door-direct as a way to inform property owners and solicit feedback. However, there are size limitations to the poster/flyer and, therefore, the map is very small and the text on the map is unreadable.

Administrator George suggested that the Commission set two separate dates/times for people to stop in and review the proposed changes in an Open House format. When those dates are set, a simple invitation as a poster could be prepared and sent every-door-direct to get the word out. People can also stop by City Hall during regular business hours to review the proposed changes and ask questions.

Commissioners agreed with this Open House suggestion and set August 5<sup>th</sup> and August 12<sup>th</sup> from 4:00 p.m. – 8:00 p.m. as the times for people to stop in and review the proposed changes. August 12<sup>th</sup> is also the next regular Planning Commission meeting night.

## **OTHER**

### Priority Setting Session Outcomes

Over the past several years, the Sandstone community has undergone many planning and community input processes and procedures; such as:

- Business Retention & Expansion Study
- Cluster and Rail Study
- Roadmap to the Future
- Wayfinding Signage Plan
- Comprehensive Plan
- Housing Study
- Retail and Service Market Analysis
- Brainstorming sessions the EDA has held
- Pine County Parks & Recreation Study
- Market Analysis for the Sandstone Business Park
- Community Vision Progress Report (regarding the Library)
- ATV Training/Obstacle Course Feasibility Study
- Robinson Park Master Plan

The EDA enlisted the services of The Northspan Group to consolidate all of the “to-do” items from these various reports, and facilitate a priority setting process. The complete report was provided at the meeting. Commissioners reviewed a list of the outcomes. The only outcome that directly relates to the Planning Commission is “architectural theme” for the downtown

district. Commissioners discussed how it would be nice to clean up the downtown facades and show off the historic buildings; however, it would be difficult to “require” businesses to make that investment.

**ADJOURN: Motion by Frederickson, second by Spartz, to adjourn at 8:15 p.m. Motion passed 4-0.**

Respectfully Submitted,  
Kathy George, City Administrator

DRAFT