

**CITY OF SAINT PETER
OFFICIAL PROCEEDINGS – REGULAR MEETING
MINUTES OF THE PLANNING AND ZONING COMMISSION
January 5, 2023**

The January 5, 2023 meeting of the Saint Peter Planning and Zoning Commission was called to order at 5:30 pm by Chairperson Andy Davis.

Commission members Davis, Ben Ranft, Brad DeVos, Mark Plotz, Ben Griffith, Matthew Larson and Scott Zarn were in attendance. City staff present was Community Development Director Ben Baker.

Oath of Office

Baker administered the Oath of Office to members Griffith, Larson, and Zarn.

Approval of Agenda

A motion was made by DeVos, seconded by Ranft to approve the agenda as submitted. With all members voting aye, the motion carried.

Election of Officers

A motion was made by DeVos, seconded by Ranft to nominate Davis as Chairperson. With no further nominations, all members voting aye, Davis was elected Chair.

A motion was made by Ranft, seconded by Griffith to nominate Plotz as Vice-Chairperson. With no additional nominations, all members voting aye, Plotz was elected Vice-Chair.

Approval of Minutes

A motion was made by Ranft, seconded by Larson to approve the minutes of the November 3, 2022 meeting. With all members voting aye, the minutes were approved as presented.

Right-of-Way Plat – 361st Avenue

Baker stated that 361st Avenue, which is a gravel road located west of the Saint Peter High School and Community Spirit Park, has seen an increase in traffic due to the relocation of the high school and development of the athletic park. He said that the City's intention is to pave the roadway for safety reasons, as well as serve the area for future development.

Baker stated that the City's Transportation Plan shows 361st Avenue as a future "Collector" road, to help adequately serve the school, park and future development in the area.

Baker indicated that Oshawa and Traverse Townships, with the support of the City, applied for Local Road Improvement Program (LRIP) funding to upgrade the roadway from a rural section (gravel) to an urban section (paved). MNDOT awarded the Townships a \$1.25 million LRIP grant to partially fund the project. He indicated that the estimated project cost is \$2 million. He added that Municipal State Aid (MSA) funds will be used for the remainder of the project cost.

Baker explained that in order for the project to move forward, six adjacent parcels need to be acquired for the roadway and two parcels for stormwater. He stated that the property owner must either be compensated for any right-of-way that is created, or they must voluntarily deed the right-of-way.

Baker said that Robinson Appraisal & Associates was authorized, and has completed separate appraisals for the associated right-of-way parcels. He indicated that City staff has met with property owners and hope to finalize purchase agreements in the near future.

Baker stated that once the land is secured, the project is planned to be bid in winter-spring 2023 and constructed in the summer-fall of 2023.

Baker added that once the project is complete, the City plans to annex the R-O W property.

Plotz asked when the Planning Commission could have input in the project. He felt trails would be a better option than sidewalks.

Discussion was held regarding the width of the road. Members felt that the wider the road, the faster cars will drive regardless of the speed limit. It was suggested that trees be planted along the road to give it more of a residential feel which may help control the speed limit.

A motion was made by DeVos, seconded by Zarn to introduce Resolution No. 2023-01 entitled, Resolution Approving Right-Of-Way Plat No. 5, 361st Avenue". With all members voting aye, the Resolution was passed and adopted.

Reports

Community Development Report 2022 – Baker provided an overview of the Community Development activity in 2022.

- Building valuation and revenue has increased and commercial development is strong.
- There is low inventory of desirable lots for single family homes.
- There is a shortage of contractors, labor and developers.
- New housing options (apartments buildings) are bringing new residents to town.
- Growth is steady over the last 20 years, adding 115/year.
- Over the next 5 years, there are multiple major road projects planned.

Adjournment

With no further business, a motion was made by Ranft, seconded by Griffith to adjourn. All members voting aye, the meeting adjourned at 6:24 pm.

Following adjournment, a 15 minute webinar entitled, "Planning & Zoning 101" was viewed.