CITY OF SAINT PETER
AGENDA AND NOTICE OF REGULAR MEETING
PLANNING & ZONING COMMISSION
Thursday, June 2, 2022 at 5:30 p.m.
Governors Room – Saint Peter Community Center

I. Call to Order

II. Approval of Agenda

III. Approval of Minutes
    A. April 7, 2022

IV. Old Business – None

V. New Business
    A. Registered Land Survey 79 – Cindy Putz (1125 Lloyd Lane)
    B. Registered Land Survey 80 – Bob Vogel (221 North Minnesota Avenue)

VI. Reports
    A. Traverse Green Apartments – Final Plat Recorded
    B. Trainings, Professional Development Opportunities & Guest Speakers

VII. Adjourn

Todd Praffke
City Administrator
CITY OF SAINT PETER
OFFICIAL PROCEEDINGS – REGULAR MEETING
MINUTES OF THE PLANNING AND ZONING COMMISSION
April 7, 2022

The April 8, 2022 meeting of the Saint Peter Planning and Zoning Commission was called to order at 5:31 pm by Chairperson Andy Davis.

Commission members Davis, Ben Ranft, Brad DeVos, Scott Fichtner and Mark Plotz were in attendance. Two vacancies remain. City staff present were Community Development Director Russ Wille, City Administrator Todd Prafnke and Administrative Secretary Cindy Moulton. Visitor present was Dave Pokorney, representative from CADG (Community Asset Development Group).

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

Approval of Meeting Minutes
A motion was made by DeVos, seconded by Ranft to approve the minutes of the March 3, 2022 meeting. All members voting aye, the minutes were approved as submitted.

Public Hearing – Preliminary Plat – North Traverse Green 2nd Addition

Community Asset Development Group (CADG) is proceeding with the second phase of their 67-unit, multi-family development in Traverse Green Subdivision. Wille stated that they have submitted a Preliminary and Final Plat of North Traverse Green 2nd Addition for Planning and Zoning approval.

Wille indicated that the Preliminary Plat is identical to the one that was submitted for Phase 1. He explained that the Preliminary Plat has a 12-month shelf life however the City has the option of extending it.

Pokorney addressed the Commission and stated that the plat is identical to what was originally planned. He indicated that CADG is the same investment group that was involved with Phase 1. The goal is to begin construction mid-summer and open in May, 2023.

He also added that the investment group is considering constructing twin home townhouses, as possible rentals, on Lots 2 - 9 and Lots 11 – 14, Block 1 North Traverse Green 2nd Addition.

Chairperson Andy Davis opened the public hearing at 5:37.

With no public comment, the public hearing closed at 5:37 pm.

Preliminary Plat – North Traverse Green 2nd Addition

A motion was made by Fichtner, seconded by DeVos to introduce Resolution No. 2022 - 05 entitled, “Resolution Recommending Approval Of The Preliminary Plat Of North Traverse Green 2nd Addition As Petitioned By The Community Asset Development Group, LLC”. All members voting aye, the Resolution was passed and adopted.
DeVos thanked Pokorney for taking a chance in St. Peter. He also mentioned he would like to see twin homes constructed in the near future.

**Final Plat – North Traverse Green 2nd Addition**

Wille stated that the Final Plat depicts the creation of Lots 1 – 7, Block 1 of North Traverse Green 2nd Addition. He stated that the 67-unit apartment complex will be constructed upon Lot 1, Block 1.

Wille indicated that the balance of the property would be contained within either Outlot A, Outlot B or Outlot C.

He stated that prior to the development of any of the Outlots shown on the Final Plat, Preliminary and Final Plats of the Outlots would need to be filed and considered by the Planning Commission and City Council prior to their development.

A motion was made by Ranft, seconded by DeVos to introduce Resolution No. 2022 - 06 entitled, "Resolution Recommending Approval Of The Final Plat Of North Traverse Green 2nd Addition". All members voting aye, the Resolution was passed and adopted.

**Reports**

Sunrise/Broadway Roundabout – Administrative Lot Split – Wille said that a small piece of property will need to be acquired from the Catholic cemetery for the R-O-W.

1125 Lloyd Lane – Wille indicted that the previous owners of 1125 Lloyd Lane administratively combined two of their lots into one. The new property owners would like to split and sell off the northern portion of their lot through an administrative lot split.

Educational Reimbursement - Plotz asked what the City policy was regarding reimbursement for Commission members to attend an educational class/seminar.

Wille said the City typically reimburses the fee for the class/seminar, meals and mileage. He recommended contacting the Community Development Director or City Administrator should an educational event takes place that you would like to attend.

**Adjournment**

With no further business, a motion was made by Fichtner, seconded by Plotz to adjourn. All members voting aye, the meeting adjourned at approximately 6:26 pm.
Memorandum

To: Planning Commission

From: Todd Prafke
City Administrator

Date: July 25, 2017

RE: Registered Land Survey #79

ACTION/RECOMMENDATION

Recommend the City Council accept Registered Land Survey #79, as submitted by Jamie and Cindy Putz, which provides for relocating the interior lot line of Lot 1, Blk 1, Standard Subdivision.

BACKGROUND

As the owners of 1125 Lloyd Lane, Lot 1, Blk 1, Standard Subdivision, Jamie and Cindy Putz have petitioned for acceptance of Registered Land Survey (RLS) #79. If accepted, the RLS would essentially relocate an interior lot line. Upon approval, Tract A would be created and become a salable single-family lot meeting the minimum lot size and width as specified in Chapter 24, Section 24-76 of the City Code.

A resolution has been prepared for your consideration which would recommend that the City Council accept RLS #79 as per the petition. The City Council has scheduled a public hearing on the Registered Land Survey at approximately 7:00 p.m., Monday, June 13, 2022 in the Governors’ Room of the Saint Peter Community Center.

FISCAL IMPACT:

The appropriate fee has been paid by the petitioner. If approved a $46 charge would be incurred for the recording of RLS #79.

ALTERNATIVES/VARIATIONS

Deny: A recommendation will be made that the City Council reject their petition seeking approval of RLS #79.

Adopt: A recommendation will be made that the City Council accept the RLS #79 as per the petition.

Modify: This is not an option of the Planning Commission in this instance.
May 19, 2021

Property Owner
St. Peter, MN 56082

RE: Public Hearing - Registered Land Survey No. 79
1125 Lloyd Lane
Jamie & Cindy Putz

Dear Property Owner,

You are being specifically notified of a public hearing to consider a petition on Register Land Survey No. 79 submitted by Jamie and Cindy Putz. The applicant is requesting relocating an interior lot line of Lot 1, Blk 1, Standard Subdivision.

Mailed notice of the hearing is required to be sent to property owners within 350 feet of the property subject to the variance request. It has been determined that your property is within 350 feet of the subject property.

The City Council has scheduled a public hearing at approximately 7 pm, on Monday, June 13, 2022 in the Governors Room of the Saint Peter Community Center (600 South Fifth Street).

Any person may appear at the public hearing to speak in favor or in opposition to Register Land Survey No. 79. Alternatively, written comments may be submitted to the City Administrator’s Office at 227 South Front Street, St. Peter, MN 56082 prior to the date of hearing.

If you have questions regarding the Registered Land Survey No. 79 application, you may call my office at 507.934.0661.

Best wishes,

Todd Praflke
City Administrator

Cc: 1125 Lloyd Lane address file
NOTICE OF PUBLIC HEARING

The Saint Peter City Council will conduct a public hearing on Monday, June 13, 2022 at approximately 7:00 pm in the Governors Room of the Saint Peter Community Center (600 South Fifth Street) to receive public comment on a Registered Land Survey No. 79 submitted by Jamie and Cindy Putz. The proposed Registered Land Survey would include the further division of Lot 1, Block 1, Standard Lumber Subdivision (1125 Lloyd Lane). All persons will be offered an opportunity to address the City Council at that time regarding the petitioned survey. Additionally, written comments either in favor or in opposition to the Registered Land Survey may be submitted to the office of the City Administrator, 227 South Front Street, Saint Peter, MN 56082 prior to the date of hearing. AAEOE
City of St. Peter Zoning Application

STREET LOCATION OF PROPERTY (address) 1125 Lloyd Lane

PROPERTY OWNER

Name Jamie & Cindy Putz Phone # 851-8379
Address 1125 Lloyd Lane

Email Address

APPLICANT (If different from Owner)

Name — Same — Phone#
Address

Type of Request:

( ) Rezoning ( ) Annexation ( ) Variance
( ) Conditional Use ( ) Vacate Public Ways ( ) Other
X Application for Subdivision ______ Number of Lots

Description of Request:
Accept Registered Land Survey further subdividing Lot 1, Block 1, Standard Lumber Subd. relocating an interior lot line.

Please attach a photo of the property in question and a site plan with dimensions. Application is not considered complete until fee is received.

Applicant Signature

Date 4/1/22

*******************************TO BE FILLED IN BY CITY OFFICIAL*******************************

Petition received with fee $350.00 on __________________ by ________________

Action of Variance Board (if request is for Variance) __________________ Date N/A

Action of Planning Commission __________________ Date ________________

Action of City Council __________________ Date ________________

Fee $350.00 Receipt Number #00532738 Date 04/01/2022
CITY OF SAINT PETER, MINNESOTA
RESOLUTION 2022 –

STATE OF MINNESOTA)
COUNTY OF NICOLLET)
CITY OF SAINT PETER)

RESOLUTION RECOMMENDING APPROVAL OF REGISTERED LAND SURVEY NO. 79
SUBMITTED BY JAMIE AND CINDY PUTZ (1125 Lloyd Lane) TO ALLOW FOR
RELOCATION OF INTERIOR PROPERTY LINE WITHIN LOT 1, BLOCK 1, STANDARD
SUBDIVISION

WHEREAS, a request has been made by Jamie and Cindy Putz to relocate an interior lot line to
subdivide one parcel of land into two parcels; and

WHEREAS, the relocation of the property line will create two parcels of land; and

WHEREAS, the resulting two parcels will be conforming lots according to the provisions of
applicable City Code; and

WHEREAS, accepting the registered land survey will not be detrimental to the public welfare or
injurious to other properties in the locale in which the property is located; and

WHEREAS, accepting the registered land survey is not contrary to the provisions of the
comprehensive plan for the development of the City; and

WHEREAS, the Planning and Zoning Commission has reviewed and considered Registered
Lane Survey #79 and has made the following recommendation to the City Council as required
by City Code.

NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING AND ZONING COMMISSION
OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, that:

The registered land survey submitted by Jamie and Cindy Putz for Lot 1, Block 1 Standard
Subdivision, City of Saint Peter, Nicollet County, Minnesota is approved and that the resulting
two lots shall be legally described as:

    Tract A, Registered Land Survey No. 79, City of Saint Peter, Nicollet County, Minnesota.
    And
    Tract B, Registered Land Survey No. 79, City of Saint Peter, Nicollet County, Minnesota.

Adopted by the Planning and Zoning Commission of the City of Saint Peter, Nicollet
County, Minnesota this 2nd day of June, 2022.

_________________________________________
Andrew Davis
Chairperson
ATTEST

______________________________
Todd Prafke
City Administrator
Memorandum

To: Planning Commission
From: Todd Prafke
City Administrator

Date: May 31, 2022

RE: Registered Land Survey #80

ACTION/RECOMMENDATION

Adopt the attached resolution recommending that the City Council accept Registered Land Survey #80, as submitted by Bob Vogel, which provides for relocating the interior lot line between the properties at 215 and 221 North Minnesota Avenue.

BACKGROUND

Mr. Vogel is the owner of properties located at 215 (his personal residence) and 221 North Minnesota Avenue (his rental property) which is currently for sale. He has petitioned to allow for the relocation of an interior lot line in order to increase the size of his property at 215 North Minnesota Avenue. Upon approval, Parcel A (the rental property lot) would be decreased in size but would still meet the minimum lot size and width as specified in Chapter 24, Section 24-76 of the City Code.

This change in lot lines can be accomplished by acceptance of Registered Land Survey (RLS) #80.

A resolution has been prepared for your consideration which would recommend that the City Council accept RLS #80 as per the petition. The City Council has scheduled a public hearing regarding RLS #80 which will be held on Monday, June 13, 2022 in the Governors’ Room of the Saint Peter Community Center.

FISCAL IMPACT:

The appropriate fee has been paid by the petitioner. If approved a $46 charge would be incurred for the recording of RLS #80.
ALTERNATIVES/VARIATIONS

Deny: A recommendation will be made that the City Council reject their petition seeking approval of RLS #80.

Adopt: A recommendation will be made that the City Council accept the RLS #80 as per their petition.

Modify: This is not an option of the Planning Commission in this instance.
May 19, 2021

Property Owner
St. Peter, MN 56082

RE: Public Hearing - Registered Land Survey No. 80
221 North Minnesota Avenue
Bob Vogel

Dear Property Owner,

You are being specifically notified of a public hearing to consider a petition on Register Land Survey No. 80 submitted by Bob Vogel. The applicant is requesting relocating an interior lot line of Lot 4, Blk 7 and N ½ of vacated east/west alley way, Dodd’s Addition.

Mailed notice of the hearing is required to be sent to property owners within 350 feet of the property subject to the variance request. It has been determined that your property is within 350 feet of the subject property.

The City Council has scheduled a public hearing at approximately 7 pm, on Monday, June 13, 2022 in the Governors Room of the Saint Peter Community Center (600 South Fifth Street).

Any person may appear at the public hearing to speak in favor or in opposition to Register Land Survey No. 80. Alternatively, written comments may be submitted to the City Administrator’s Office at 227 South Front Street, St. Peter, MN 56082 prior to the date of hearing.

If you have questions regarding the Registered Land Survey No. 80 application, you may call my office at 507.934.0661.

Best wishes,

[Signature]

Todd Praffe
City Administrator

Cc: 221 North Minnesota Avenue address file
NOTICE OF PUBLIC HEARING

The Saint Peter City Council will conduct a public hearing on Monday, June 13, 2022 at approximately 7:00 pm in the Governors Room of the Saint Peter Community Center (600 South Fifth Street) to receive public comment on Registered Land Survey No. 80 submitted by Bob Vogel. The proposed Registered Land Survey would include changing the interior lot line of Lot 4, Block 7 & N ½ of vacated east – west alley, Dodd’s Addition (221 North Minnesota Avenue). All persons will be offered an opportunity to address the City Council at that time regarding the petitioned survey. Additionally, written comments either in favor or in opposition to the Registered Land Survey may be submitted to the office of the City Administrator, 227 South Front Street, Saint Peter, MN 56082 prior to the date of the hearing. AAEOE
City of St. Peter Zoning Application

STREET LOCATION OF PROPERTY (address) 215 N. MINNESOTA AVE. ST. PETER

PROPERTY OWNER

Name  BOB VOGEL  Phone # 931-3818
Address  215 N. MINNESOTA AVE. ST. PETER
Email Address  VICTORIA J VOGEL @ EMAIL

APPLICANT (If different from Owner)

Name  SAM J
Address

Type of Request:  ( ) Rezoning  ( ) Annexation  ( ) Variance
( ) Conditional Use  ( ) Vacate Public Ways  ( ) Other
Application for Subdivision  ______ Number of Lots

Description of Request:

ADD 40’ TO 215 N MINNESOTA AVE.
FROM 221 N. MINNESOTA AVE.
LOT 4, BK 7 + N ¼ OF VOC. E-WALLEY LIGHT

Please attach a photo of the property in question and a site plan with dimensions. Application is not considered complete until fee is received.

Applicant Signature  Date 5-18-22

**************************************************************TO BE FILLED IN BY CITY OFFICIAL**************************************************************

Petition received with fee $350 on May 18 by Bob Vogel

Action of Variance Board (if request is for Variance)  Date

Action of Planning Commission  Date

Action of City Council  Date

Fee $350  Receipt Number 5371685  Date 5-18-22
CERTIFICATE OF SURVEY

Survey For:
Robert Vogel
215 N. Minnesota Ave.
St. Peter, MN 56082

Survey Of:
(Kanabec County Doc. No. 257904) — 221 N. Minnesota Ave.
Lot 4, Block 7 Dool's Addition to St. Peter, Minnesota according to the plat of said Addition on file and of record in the Office of the Register of Deeds in and for said County of Nicollet.

(Kanabec County Doc. No. 231074) — 215 N. Minnesota Ave.
The North 80 feet of Lot 3, Block 7, in Dool's Addition to St. Peter, Nicollet County, Minnesota.

Proposed Lot Descriptions:
Parcel A:
The north 90 feet of Lot 4, Block 7, DOOL'S ADDITION TO ST. PETER, according to the recorded plat on file in the Office of the County Recorder, Nicollet County, Minnesota. Said Parcel A contains 14,105 square feet more or less.
Subject to a sanitary sewer easement per Doc. No. 245332

Parcel B:
That part of Lot 4, Block 7, DOOL'S ADDITION TO ST. PETER, according to the recorded plat on file in the Office of the County Recorder, Nicollet County, Minnesota, lying south of the north 90 feet.
AND
The north 80 feet of Lot 3, Block 7, DOOL'S ADDITION TO ST. PETER, according to the recorded plat on file in the Office of the County Recorder, Nicollet County, Minnesota.
AND
That part of vacated east-west alley according to said Lots 3 & 4, Block 7, DOOL'S ADDITION TO ST. PETER.
Said Parcel B contains 23,023 square feet more or less.
Subject to a sanitary sewer easement per Doc. No. 245332

Notes:
The City of St. Peter Subdiv. Code for the property is Residential and Professional Office District (P-O) and subject to the following minimum requirements:
A. Lot Area 6,000 sq. See Proposed Parcel Descriptions
B. Lot Width 60 feet See Regoines for Both Parcels
C. Front Yard 20 feet Unshaded by Prop. Lot Side
D. Side Yard 10 feet See Regoines for Parcel A
E. Rear Yard 10 feet Unshaded by Prop. Lot Side
F. Maximum Height 35 feet Unshaded by Prop. Lot Side

Basis of Bearings:
The orientation of this Bearing System is based on the Nicollet County Coordinate System, MNDAS (2011).
CITY OF SAINT PETER, MINNESOTA
RESOLUTION 2022 –

STATE OF MINNESOTA)
COUNTY OF NICOLLET)
CITY OF SAINT PETER)

RESOLUTION RECOMMENDING APPROVAL OF REGISTERED LAND SURVEY NO. 80
SUBMITTED BY BOB VOGEL (215 NORTH MINNESOTA AVENUE) TO ALLOW FOR
RELOCATION OF INTERIOR PROPERTY LINE BETWEEN 215 AND 221 NORTH
MINNESOTA AVENUE

WHEREAS, a request has been made by Bob Vogel to relocate an interior lot line between lots
215 and 221 North Minnesota Avenue; and

WHEREAS, the relocation of the property line will increase the lot size of 215 North Minnesota
Avenue; and

WHEREAS, the parcels will be conforming lots according to the provisions of applicable City
Code; and

WHEREAS, accepting the registered land survey will not be detrimental to the public welfare or
injurious to other properties in the locale in which the property is located; and

WHEREAS, accepting the registered land survey is not contrary to the provisions of the
comprehensive plan for the development of the City; and

WHEREAS, the Planning and Zoning Commission has reviewed and considered Registered
Lane Survey #80 and has made the following recommendation to the City Council as required
by City Code.

NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING AND ZONING COMMISSION OF
THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, that: The registered land
survey submitted by Bob Vogel for , City of Saint Peter, Nicollet County, Minnesota is approved
and that the resulting two lots shall be legally described as:

Tract A, Registered Land Survey No. 80, North 90 feet of Lot 4, Block 7, Dodd’s
Addition, City of Saint Peter, Nicollet County, Minnesota.
And
Tract B, Registered Land Survey No. 80, That part of Lot 4, Block 7 Dodd’s Addition,
lying south of the north 90 feet, City of Saint Peter, Nicollet County, Minnesota
And
The north 88 feet of Lot 3, Block 7, Dodd’s Addition
And
That part of vacated east-west alley accruing to said Lots 3 & 4, Block 7, Dodd’s
Addition, City of Saint Peter, Nicollet County, Minnesota.

Adopted by the Planning and Zoning Commission of the City of Saint Peter, Nicollet County,
Minnesota this 2nd day of June, 2022.
Andrew Davis
Chairperson

Todd Prafke
City Administrator
Date: May 23, 2022
From: Mark Plotz, Planning Commission
To: Todd Prafeke, City Administrator
Sub: Professional Development Opportunities for Planning & Zoning Commission Members

Members of the Planning & Zoning Commission are qualified for their appointments by their expressed interest in planning and zoning and their knowledge of those subjects. The practice of planning and zoning is continually changing in response to demographic trends, economic trends, and climate change; our understanding of how planning and zoning practices interact with these large forces (and others) is simultaneously changing and improving. As such, it is both advisable and incumbent upon us as Planning & Zoning Commissioners to keep pace with these changes and to do what we can to foster informed and intelligent dialogue amongst stakeholders in Saint Peter, MN.

Assuming that we are in agreement with the above statement of need, what is up for discussion is the best way to answer this need.

Proposal A: Maintaining a Calendar of Conferences, Workshops, Webinars and Other Trainings.

Thanks to the dynamic nature of the planning profession, and the requirement for planners to engage in periodic professional development, there is a large and thriving ecosystem of in-person and online training available to us. Much of the content can be accessed for no or a modest reimbursable cost. What is proposed is the creation of a monthly calendar of upcoming conferences, workshops, webinars and other trainings that might be of interest to Commissioners. At each meeting the calendar would be reviewed and Commissioners would indicate which if any opportunities that they wish to pursue. A public discussion would allow for Commissioners to avoid redundant participation. Should a Commissioner attend a conference, workshop, webinar or other training, as a courtesy to the other Commissioners they would be asked to provide a short written summary of what they learned and be prepared to deliver a short verbal report at the subsequent meeting of the Commission.

What follows is a sample calendar:

- **From Plans to Equitable Change: Community Partnerships to Encourage Walkability** (America Walks & American Planning Association), Tuesday, June 7th, at 2pm ET
- **How to Apply for Safe Streets and Roads for All (SS4A) Grants: General Overview**, June 13, 2022.
- **2022 Annual Conference** (League of Minnesota Cities), June 22-24, 2022, Duluth, MN.
- **Association of Pedestrian and Bicycle Professionals (APBP) Conference**
  August 22 - 24, 2022, Minneapolis, MN
- **Designing Cities** (NACTO)
  September 7 - 10, 2022, Boston, Cambridge, and Somerville, MA
Content providers that would be featured would include but not be limited to: American Planning Association; League of MN Cities; League of American Bicyclists; American Public Health Association; Project for Public Spaces; Rails to Trails Conservancy; and AARP.

Proposal B: Inviting Guest Speakers to Address Our Commission
Certain topics and certain experts may be of interest to all Commissioners and the public at large. Sponsoring talks that coincide with monthly Planning & Zoning Commission meetings could benefit all Commissioners and provide a valuable way to engage with the community. Saint Peter is fortunate to be home to Gustavus Adolphus College and Minnesota State University, down the road in Mankato, has a well-established Public Administration and Urban Planning graduate program. These institutions along with other local experts could provide informative and engaging presentations on such topics as: complete streets, safe routes to schools and parks, bicycle friendly communities, designing communities to improve public health outcomes, social capital, form-based zoning code, placemaking, comprehensive planning best practices, and so on.

These talks could either precede or follow the monthly meeting of the Planning & Zoning Commission. That question along with length, format, topic, schedule, and administrative responsibility should be discussed by the Commissioners.

Recommended Action
Proposal A can be easily incorporated into the Commission’s monthly meetings, and likely wouldn't consume more than a few minutes even when a report-out is included. Proposal B requires more planning and effort but could be a valuable engagement opportunity with the community and could spark interest in long range planning ahead of our next comprehensive plan update.

Why not pursue both courses of professional development? This Commissioner volunteers to maintain the calendar of conferences, workshops, webinars and trainings. For Proposal B the Nicollet County SHIP coordinator has already volunteered to speak on healthy community design and to underwrite a guest speaker on building a bicycle friendly community. Finding 1-2 additional guest speakers would allow for this initiative to be branded a summer speaking series sponsored by the Planning & Zoning Commission. A limited engagement series would allow the Commission to find the optimal format and duration, while gauging whether there is sufficient interest and payoff to continue.