

**CITY OF ST. FRANCIS
ST. FRANCIS, MN
PLANNING COMMISSION MINUTES
NOVEMBER 19, 2025**

1. **Call to Order:** The Planning Commission meeting was called to order at 7:00 pm by Chairman Dustin Pavek.
2. **Roll Call:** Present were Dean Becker, Gail Genin, Dustin Hingos, Marc McMullen, and Dustin Pavek.

Absent was Deborah Humann.

Others in attendance: Kate Thunstrom, Community Development Director; Jodie Steffes, Community Development Director; Beth Richmond, City Planner; and City Council Liaison Kevin Robinson.

3. **Adopt Agenda:** Motion by Hingos, second by McMullen to approve the agenda. Motion carried 5-0.
4. **Approve Minutes:** Motion by Genin, second by Becker to approve the September 17, 2025, minutes. Motion carried 5-0.
5. **Public Comment:** None
6. **Public Hearing:**
 - a. 2025 Code Revisions

City Planner Richmond reviewed the Staff report in regard to the 2025 Code revisions.

Public Hearing was opened at 7:10 p.m.

No one came forward to address the Commission.

Public Hearing was closed at 7:11 p.m.

Motion by McMullen, second by Genin to recommend approval of the 2025 Code Revisions. Motion passed 5-0.

7. **Regular Business Items**

None.

8. **Planning Commission Discussion**

Hingos asked about the enforcement concerns that a resident had at the last meeting around clearing trees and vegetation along the river. Richmond shared that they talked with the Anoka Conservation District and the DNR, and it was determined that the City is

responsible for this enforcement. She noted that the Anoka Conservation District and the DNR are available to offer help if needed in these situations.

Community Development Director Steffes added that she contacted a few other cities in the area about how they manage this, and they shared that they offer permits for any kind of work being done along the river. She noted that they are discussing having this on an agenda at an upcoming Workshop meeting. She explained that if someone needed a tree removed in this area, they would first need to apply for a permit and provide a site plan and scope of work to be reviewed by Staff. She noted that if someone were to remove a tree without pulling a permit, the Police Department would have the ability to go to the site where the tree is being removed and ask for a permit, and if they do not have one, then they would call for all work to be stopped until the permit has been granted by the City.

9. Adjournment:

Motion by Becker, second by McMullen, to adjourn the meeting. Motion passed 5-0.

The meeting was adjourned at 7:15 p.m.

Website Link to Packets and Minutes for the Planning Commission:

<https://www.stfrancismn.org/meetings>

Recorded by: TimeSaver Secretarial

DATE APPROVED: