AGENDA

1. Call to Order/Pledge of Allegiance
2. Roll Call
3. Election of Chair and Vice Chair for 2020
4. Adopt Agenda
5. Approve Minutes    September 8, 2019
6. Public Comment
7. Regular Business Items
   a. Sale of City owned property, 236th and Rum River Blvd
8. Public Hearings
   a. Conditional Use Permit – Motor Vehicle Sales 3950 227th Ave NW
   b. Lot Split – 6032 Ambassador Blvd NW
   c. Ordinance Amendment – Chapter 10, Zoning, Definitions. Add a definition for Top Soil
9. Discussion by Planning Commissioners
10. Adjournment

Website Link to Agenda and Packets: https://www.stfrancismn.org/meetings
1. **Call to Order:** The Planning Commission meeting was called to order at 7:00 pm by Chairman Steinke.

2. **Roll Call:** Present were Ray Steinke, Todd Gardner, Greg Zutz, Colleen Sievert, Liz Fairbanks, Rich Skordahl and William Murray. Absent: none.

   Others in attendance: Kate Thunstrom- Community Development Director, Kevin Robinson - City Council, Beth Richmond – City Planner.

3. **Adopt Agenda:** Motion by Murray, second by Fairbanks to approve the September 18, 2019 agenda. Motion carried 6-0 (Sievert absent for vote).

4. **Approve Minutes:** Motion by Fairbanks; second by Zutz to approve the August 21, 2019 minutes. Motion carried 7-0.

5. **Public Comment:** none

6. **Regular Business Items:** none

7. **Public Hearing:**

   a. **Variance – 910 236th Ave NW, Accessory Structure**
      Richmond reviewed staff packet.
      Surrounding parcels range from 2.7 acres to 5 acres in size.
      Chicken coop on site will be removed by owners choice, no longer being used and is deteriorating
      Sidewall is 13" in height.
      Owner not using to rent but to store personal belongings
      Staff will review requirements for secondary septic space and driveway requirements
      Engineering has not reviewed. Typically they would review at building permit stage for an accessory structure of this size.

      Public Hearing Open at 7:17 pm
      No comments received
      Public Hearing Closed at 7:18 pm

      Skordahl recommended to move approval of the size variance allowing a total accessory structure square footage of 1,500 sq. ft. and a height variance allowing accessory structure with a sidewall height of 13 feet on the property located at 910 236th Ave with the conditional and finding of fact as presented by staff, Second my Fairbanks. 7-0 Passed

   b. **PUD Amendment and Preliminary Plat – Turtle Ponds 4th Addition**
      Richmond reviewed staff packet
Discussion points included:
Site originally planned for commercial development 23 years ago, request to change to residential 13 detached units.
Water looping to be reviewed by engineering
HOA will be created, difficult to combine with existing, being that this is the same developer they may be already reviewing
Maintenance of pond is handled by the owner/HOA and/or developer

Public Hearing Opened at 7:32 pm
  - Tiffany Schulte and guest, 2747 230th Court. Was told land was unbuildable. Likes that streets in this development are not being connected with their development to the north. Would like either the woods/trees kept or a fence in place. Questions extending the pond and the location. Questions location and movement of fire hydrant.

Richmond clarified that the trees along the north won’t be kept, but there are plans to keep those along the western border. The ponding is to handle the runoff due to the proposed development and is a requirement for stormwater.

This development was proposed as a phase when originally established 23 years ago. There have always been plans to develop this area.

To propose a developer to build a fence or keep trees is beyond the current city code. It is not typical to require a developer to build a fence for the privacy of an existing neighborhood. As a condition of this development we can encourage the developer to consider privacy and landscaping in his final product and to keep all trees not required to be removed for the building to stay.

This development will be completed after the approval of the 2040 Comprehensive Plan.

Public Hearing Closed at 7:51 pm

Motion 1 - Sievert moved to recommend approval of the development state PUD Amendment to allow multi-family housing uses on Outlot D of the Turtle Ponds with the finding of fact as presented by staff. Second by Fairbanks, 7-0 passed

Motion 2 – Sievert moved to recommend approval of the preliminary plat for Turtle Ponds 4th Addition with the conditions and finding of fact as presented by staff and the recommendation to developers for consideration of greater mitigation of privacy through additional tree/landscape plantings or fencing. Second by Fairbanks, 7-0 passed

c. PUD Amendment, Preliminary Plat and Drainage/Utility Easement Vacation – Turtle Ponds 5th Addition
Richmond reviewed staff packet

Discussion points included:
Vacation of the ditch is a single movement, as the easement is released the new easement will be set by the plat to change boundaries. Easement will continue to exist but adjust for the purposes of the development
Wetland credits will apply as the developer will be filling in 3,600 sq. ft.
Driveways will be over the floodplain but that is addressed by filling in the wetland. Any disclosure requirements will be addressed through the purchase agreement process and would be identified in the survey that is submitted with building plans. Wetland mitigation is out of the City control as developers can buy credits and mitigate wetlands. This development is hooked up to City water/ sewer. Stormwater grading is reviewed by Engineer to determine if any impact to ponding, wetlands and drainage of existing and new properties. As building on/around floodplains is concerning, other regulatory agencies beyond the city are involved.

Public Hearing Opened at 8:13 pm

- Two emails were received in response to this comment period. First email identified concerns over the disruption and drainage with the floodplain. The second email identified concerns over the new single family homes decreasing property values, bringing more kids to the community and preserving wetlands. Emails were read aloud for Commission.

Public Hearing Closed at 8:16 pm

**Motion 1** – Skordahl moved to recommend approval of the PUD Amendment to allow single-family uses on Outlot B of Turtle Ponds 3 rd Addition with the finding of fact as presented by staff. Second by Gardner, 6-1 passed

**Motion 2** – Skordahl moved to recommend approval of the preliminary plat for the Turtle Ponds 5 th Addition with the conditions and findings of fact as presented by staff. Second by Gardner, 6-1 passed

**Motion 3** – Skordahl moved to recommend approval of the drainage and utility easement vacuum request for the drainage and utility easement currently located over Outlot B of Turtle Ponds 3 rd Addition. Second by Gardner, 7-0 passed

8. **Planning Commission Discussion** – Zutz reminded group to attend the MnDOT open house on Thursday, September 19th

9. **Adjournment:** Meeting adjourned at 8:30 pm.

Website Link to Packets and Minutes for the Planning Commission:
https://www.stfrancismn.org/meetings

Signed by: Kate Thunstrom
**DATE APPROVED:**
TO: Planning Commission  
FROM: Kate Thunstrom, Community Development Director  
SUBJECT: Disposition of City owned property  
DATE: February 19, 2020

OVERVIEW:

The City obtained the parcel in question from Anoka County as a parcel swap with another project. The City does not have an identified use or need for the parcel. The owner/developer of the Rivers Edge Development has approached the city with a Purchase Agreement to acquire the northwestern section to incorporate this parcel into the Development as a whole. Council is in agreement.

- Property Location: 236th and Rum River Blvd NW  
- Current use: Vacant Land.  
- Property Zoned: R2 – Single Family Residential  
- Permitted Use includes: Single and Two family residential units  
- Lot Size: 2.45 acres  
- Project to create: Single family units

As the City is a Comprehensive Plan city, we are required to obtain comment from the Planning Commission on land sales. The Planning Commission is to review this sale as it relates to the use of the property and its ability to meet the consistency of the Comprehensive Plan. Since we are between plans, I have included information for each.

2030 Comprehensive Plan, Future Land Use Plan identifies area as Low Density Residential.

2040 Comprehensive Plan, Draft Land Use identifies area as Medium Density Residential

Future use: Developer plans to use this area for additional villa development and will meet the zoning requirements of Medium Density.
ACTION TO BE CONSIDERED:

Planning Commission is requested to review and comment regarding the sale as it relates to the consistency with the Comprehensive Plan.

ATTACHMENTS:
- GIS Image of parcel
- GIS Image of parcel location in regards to Rivers Edge Development
- 2030 Comprehensive Plan, Future Land Use Plan
- 2040 Comprehensive Plan, Draft Land Use Plan
TO: Planning Commission
FROM: Beth Richmond, City Planner
SUBJECT: Motor Vehicle Sales CUP
DATE: February 19, 2020

ATTACHMENTS:
- Executive Summary
- Planning Commission Report
City of St. Francis Planning Commission Agenda Item
Executive Summary

Title of Item: **Motor Vehicle Sales CUP**: A request from John Buzick to allow a multi-tenant motor vehicle sales business at 3950 227th Ave NW; PID: 05-33-24-23-0055.

Meeting Date: 2-19-20

Staff Reporting: Beth Richmond, City Planner

Summary: The applicant is seeking a Conditional Use Permit (CUP) to allow a multi-tenant used motor vehicle sales business on the property located at 3950 227th Ave NW. The applicant has proposed 2 phases for the project. Phase 1 would include interior alterations to the existing building. Phase 2 would include additional interior alterations as well as the creation of a parking lot in the rear of the building.

Recommendations: Staff recommends approval of the CUP to allow a multi-tenant cooperative used motor vehicle sales business at 3950 227th Ave NW subject to conditions.

Suggested conditions and findings of fact can be found on page 5.

List of Attachments: A) Staff Report
B) Applicant’s Submittals
City of St. Francis Planning Department

3950 227th Ave NW Used Motor Vehicle Sales CUP Review

To: Planning Commission
From: Beth Richmond, City Planner
Meeting Date: 2-19-20
Applicant(s): John Buzick
Location: 3950 227th Ave NW

Introductory Information

Request: The applicant is seeking a Conditional Use Permit (CUP) to allow a multi-tenant cooperative used motor vehicle sales business on the 5.8-acre property located at 3950 227th Ave NW (PID 05-33-24-23-0055).

Background: The applicant is requesting to create a multi-tenant cooperative used motor vehicle sales business between Highway 47 and Rum River Blvd NW. This business consists of tenant vehicle dealers located within the same building. A majority of the vehicle sales for these dealers are completed online. The State of Minnesota requires used car dealers to be located in a commercial space. The applicant is proposing to modify the existing building to create individual office spaces for each tenant. Parking spaces for each tenant would be provided, including parking for the dealer, customer(s), and inventory.

This project is proposed to be completed in two phases. The first phase will include modifications to the interior of the existing structure to create office space for up to 11 tenant dealers. The second phase is proposed to include the creation of additional parking in the rear of the structure and will create office space for up to 15 dealers within the existing building.

Application Review

Existing Site Character:
- The site currently consists of relatively flat land, most of which is woodland and wetland.
- An existing farm supply store is located in the northwest corner of the site.
- A parking lot exists to the north and east of the existing building. A rounded driveway exists in this area to provide access between the loading area in the rear of the building and CSAH 24.
- Residential properties are located to the east of the property. The areas of the property proposed for development are screened from
view of the residential areas by vegetation and wetlands.

**Comprehensive Plan Consistency:**
- The property is guided for commercial use by the 2030 Comprehensive Plan.
- The commercial land use category is broad and includes office, showroom, and auto sales and service.
- The proposed use of online automobile sales is consistent with the Comprehensive Plan.

**Zoning:**
- The site is zoned B-3 Business Park. This district is intended to provide for a mix of compatible commercial and light industrial uses.
- Automobile sales are classified as conditional uses in the B-3 district.

**Compatibility:**
- The property currently serves as a farm supply store.
- No exterior changes to the building footprint and existing parking lot are planned for Phase 1 of the proposed project.
- The addition of the exterior parking lot proposed in Phase 2 will be in the rear of the property, which is screened from surrounding properties by vegetation.

**Traffic:**
- The proposed project will not significantly increase traffic volumes beyond that which were currently occurring on-site and which were anticipated with the guided land use for the area.
- The property is located on CSAH 24. The application has been submitted for review and comment by the Anoka County Highway Department.

**Parking Facilities:**
- 5 parking spaces are required for each tenant dealer by the State of Minnesota. This includes spaces for the dealer, customer(s), and vehicle inventory.
- The existing parking lot consists of 46 spaces. An additional 10 spaces are available in the existing unheated garage.
- No changes to the parking facilities are proposed as part of Phase 1. If approved, the applicant would be expected to appropriately maintain the existing parking lot and keep it in good condition as required in Code Section 10-19-8G.
- The applicant is proposing to add an additional 22 parking spaces in a parking lot at the rear of the building as Phase 2. This parking lot will be created by squaring off the existing driveway along the west side and rear of the building and paving the area between the driveway and the building. This is an addition of roughly 1,200 sq. ft. of pavement on the site.
- The new parking lot will be required to meet all design standards listed in Code Section 10-19-8, including curbing and striping.
- The parking opportunities provided are expected to meet all needs for the site.
- As a condition of approval, the existing parking lot should be striped according to Code Section 10-19-8D. Stalls for tenant and customer use should be identified.

**Hours of Operation:**
- Each tenant is required to hold office hours for a minimum of 4 hours one day per week by the State of Minnesota.
- The Planning Commission may choose to limit the hours of operation for the proposed use. The applicant has stated that the facility will generally be open during normal business hours.

**Wetlands:**
- Wetlands make up roughly 2 acres of the site.
- As part of Phase 2, a wetland delineation would be required to determine the exact location of the wetlands on-site to ensure that the proposed parking lot does not encroach within the required wetland buffer.

**Resident Concerns:**
- Staff has not received any other public feedback regarding the proposed CUP.

**Other Permits:**
- All necessary permits must be provided to the City (MPCA, NPDES, MDH, DNR Appropriation, etc.).

### Conclusion

**CUP Review Criteria:** Per section 10-6-3, the granting of a CUP shall be judged based upon the following factors:

- A. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the Official City Comprehensive Plan.
- B. The proposed use is or will be compatible with the present and future land uses of the area.
- C. The proposed use conforms with all performance standards contained in this Ordinance.
- D. The proposed use can be accommodated with existing public services and will not overburden the City’s service capacity.
- E. Traffic generation by the proposed use is within capabilities of streets serving the property.

**Staff Recommendation:** The applicant is seeking approval for a CUP to allow a multi-tenant cooperative motor vehicle sales business on the property located at 3950 227th Ave NW.

**Staff Recommendations:**
- Approval of the CUP for the multi-tenant cooperative used
<table>
<thead>
<tr>
<th><strong>Commission Options:</strong></th>
<th><strong>motor vehicle sales business subject to conditions listed on page 5.</strong></th>
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</table>
| The Planning Commission has the following options: | A) RECOMMEND APPROVAL  
B) RECOMMEND DENIAL  
C) TABLE THE APPLICATION and request additional information |
| • The 60-day review period for this application ends on March 13, 2020. | |

<table>
<thead>
<tr>
<th><strong>Suggested Findings of Fact:</strong></th>
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<tr>
<td>1. The proposed development is consistent with the City’s comprehensive plan.</td>
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<tr>
<td>2. The proposed development is compatible with the present and future land uses of the area.</td>
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<tr>
<td>3. The proposed use conforms with all performance standards contained in this Ordinance.</td>
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<tr>
<td>4. The proposed streets can be accommodated with existing public services and will not overburden the City’s service capacity.</td>
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<tr>
<td>5. The proposed streets will meet the needs of the traffic generated by the CUP.</td>
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<th><strong>Recommended Conditions:</strong></th>
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<tr>
<td>1. The existing parking lot shall be striped according to Code Section 10-19-8D.</td>
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<td>2. All parking spaces provided for the proposed use shall be on improved surfaces within the property.</td>
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<td>3. No fewer than 5 parking spaces per tenant shall be provided and identified. These spaces shall include spaces for the tenant, customer(s), and vehicle inventory.</td>
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<td>4. Phase 2 shall require an administrative site plan. A wetland delineation is needed to complete this site plan.</td>
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<tr>
<td>5. The applicant is responsible for all fees related to the review of this application.</td>
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Request for Conditional Use Permit
City of St. Francis

St. Francis Small Business and Entrepreneur Incubator / Multi-Tenant Pre-Owned Motor Vehicle sales, service and repair facility

We are purchasing the multi-tenant property located at 3950 227th Ave NW, St. Francis to add to our other successful Small Business and Entrepreneur Incubators currently located within the cities of Elk River, Cambridge, Ramsey, Andover, Rockford, Zimmerman, Ham Lake, Forest Lake and Lake St Croix Beach. We have great demand to provide opportunities for hard working and passionate entrepreneurs who desire to locate their business's in the St. Francis, MN community and desire to provide this new business development opportunity.

We propose to add conforming opportunities for up to 15 Motor Vehicle Licensed Dealers. The facility will consist of separate MV Dealer offices each with a private entrance to be used for sales, administration, storage of records as well as parking for 5 vehicles, providing for the parking requirements of the owner, customer and shadowing inventory within the total of five spaces per Dealer. Customarily our Tenants on average use minimal inventory parking on a daily basis. Each and every Tenant Dealer is required to carry a $50,000 performance bond, full business & liability insurance and must execute a formal written lease prior to occupancy. These entrepreneur small business owner Tenants are very committed, and required, to operate their business’s in a professional and consumer centric manner!

Currently at 3950 227th Ave there exists 55 hard surface available parking stalls which provides for the parking requirements of our phase one Tenant total of 11 tenant dealers. Phase two will require some parking lot fill-in expansion to square off as well as infill the existing hard bituminous drive surface currently existing extending around the rear drive lane of the property. This infill and squaring off will provide 20 more parking stalls and accommodate the Phase two growth of up to 4 additional tenant dealers.

Our Small Business and Entrepreneur Incubator provides employment as well as business experience to many new business owner operators in a high-quality professional environment. We have a stellar track record at our other 11 current locations that speaks to the quality and professional management of our facilities and contributes to the economic growth and wellbeing of the communities served by these incubators.

Thank you for considering our proposed new SB&E Incubator and I am very much looking forward to bringing this project forward in the City of St. Francis!

Sincerely

John Buzick
Chief Manager
1. Existing use of property
Martie's Farm Supply

2. Description of proposed use of the property that requires the application for a CUP or IUP?
   a. The situation on the site which necessitates the request for the CUP or IUP Automobile Sales listed as a Conditional Use in the B-3 Zoning District.
   b. Hours of operation, including dates, times (if applicable)
      Each tenant dealer will have posted office hours of a minimum of 4 hours one day per week. Facility is open generally normal business hours as may be necessary to the tenants from time to time.
   c. Duration of the proposed use
      Ongoing
   d. Date or event that will terminate the use
      N/A

3. Type of Conditional or Interim use permit requested?
   CUP for Automotive Sales/Service

4. Describe how you believe the requested CUP or IUP Use fits the City’s Comprehensive plan.
   Consistent with the neighboring use at St. Francis Auto Parts (exact same use, with 7 dealer tenants) and provides for economic business growth within the City.

5. Describe any physical or hydraulic impacts this project will have on water resources. Will the project involve the alteration of any surface water?
   None

6. Provide an estimate of the acreage to be graded or excavated and the amount of soil to be moved. Describe any steep slopes or highly erodible soils and what measures will be used to minimize erosion.
   Minimal as the only paving (Phase2) is infill from the drive to the building and squaring off to the outside, total new asphalt is approximately 1200 sq ft.

7. Is this project in proximity to designated parks, trails recreation areas, wildlife preserves or other unique resources?
   No

8. Provide any additional information that would be helpful for the Planning Commission when reviewing this application.
   See narrative attachment and identical adjacent neighboring use for Coop dealer tenants at St. Francis Auto Parts property.

9. Does the request meet the criteria necessary to grant approval? (refer to the City Code)
   Yes
TO: Planning Commission
FROM: Beth Richmond, City Planner
SUBJECT: 6032 Ambassador Blvd NW - Lot Split
DATE: February 19, 2020

ATTACHMENTS:
- Executive Summary
- Planning Commission Report
City of St. Francis Planning Commission Agenda Item
Executive Summary

Title of Item: 6032 Ambassador Blvd NW Lot Split: A request from Kevin Denker to split his 150-acre property into two parcels and to amend the existing IUP for the property; PID: 35-34-25-22-0003.

Meeting Date: 2-19-20

Staff Reporting: Beth Richmond, City Planner

Summary: The applicant is seeking to divide a 150-acre property located at 6032 Ambassador Blvd NW into two parcels (41 acres and 110 acres, respectively). The 41-acre parcel would contain the existing single-family home. An Interim Use Permit (IUP) was granted for the property in April 2019 to allow a home-based landscaping business. This permit should be amended in conjunction with the lot split to only pertain to the 41-acre parcel.

Recommendations: Staff recommends approval of the lot split and IUP amendment at 6032 Ambassador Blvd NW subject to conditions.

Suggested conditions and findings of fact can be found on page 5-6.

List of Attachments: A) Staff Report
B) Engineer's February 3, 2020 Comments
B) Applicant's Submittals
City of St. Francis Planning Department

6032 Ambassador Blvd NW Lot Split Review

To: Planning Commission
From: Beth Richmond, City Planner
Meeting Date: 2-19-20
Applicant(s): Kevin Denker
Location: 6032 Ambassador Blvd NW

**Introductory Information**

Request: The applicant is seeking to subdivide his 150-acre property located at 6032 Ambassador Blvd NW into two parcels (PID 35-34-25-22-0003).

Background: The applicant is seeking to divide his property into two lots. The eastern parcel (Parcel A) is proposed to be 41.28 acres and would contain the existing house and would serve as the site for the existing home-based business. The western parcel (Parcel B) is proposed to be 110.66 acres. An existing driveway separates the two proposed parcels.

**Application Review**

**Existing Site Character:**
- The site currently consists mainly of open space. A majority of the site is wooded.
- Wetlands make up roughly 69 acres of the 150-acre parcel.
- Sceley Brook runs along the eastern edge of the parcel.
- High points on the site are located in the northeast corner and the central area of the site.
- There is an existing single-family home on the parcel.

**SUBDIVISION ANALYSIS**

**Comprehensive Plan Consistency:**
- The property is guided for agricultural (MUSA post 2030) use by the 2030 Comprehensive Plan.
- This category is intended to preserve land from developing in an urban pattern and allows a density of 1 unit per 10 acres.
- The applicant’s request to split the lot would result in a net density of 2 units per 80 acres, which meets the guidance of the Comprehensive Plan.

**Zoning:**
- The site is zoned A-2 Rural Estate Agriculture. This district is intended to provide for low density residential development, open space, or agricultural uses.
<table>
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<tr>
<th>Compatibility:</th>
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<tbody>
<tr>
<td>This property is surrounded on the west and south sides by vacant open space.</td>
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<tr>
<td>Large-lot single-family homes exist to the north and east of the property.</td>
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<td>The requested subdivision is compatible with the surrounding area.</td>
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<tr>
<th>Subdivision:</th>
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<tr>
<td>This property is proposed to be subdivided using metes and bounds. Subdivisions creating no more than one new lot with both lots larger than 10 acres with 300 or more feet of frontage are allowed by Code Section 11-03-4 to be divided using metes and bounds. A public hearing and review by the Planning Commission is still required before the Council’s decision, but the applicant is not required to submit a preliminary and final plat.</td>
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<tr>
<td>This property includes both Torrens land and Abstract land. These are two different ways of determining ownership of land. Because of this, Torrens land and Abstract land must be subdivided using different methods.</td>
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<tr>
<td>Torrens land is subdivided using a Registered Land Survey into tracts.</td>
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<tr>
<td>Abstract land can be divided into parcels which can then be further platted into lots and blocks.</td>
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<tr>
<td>In this case, the applicant is requesting to subdivide the land into Tract A and Tract B (Torrens land) and Parcel A and Parcel B (abstract land).</td>
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<tr>
<td>Because this land contains both types of property, the applicant is requesting approval of both the Registered Land Survey (Torrens land) and the parcel subdivision (Abstract land).</td>
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<tr>
<td>If the subdivision is approved, the applicant will be required to combine Tract A with Parcel A and Tract B with Parcel B to create two total lots. This action is completed with Anoka County.</td>
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<th>Access:</th>
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<tr>
<td>The proposed project will not significantly increase traffic volumes beyond that which were anticipated with the guided land use for the area.</td>
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<tr>
<td>An existing driveway on the eastern portion of the site accesses CSAH 28, an arterial street. This driveway is directly across CSAH</td>
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</table>
| Driveway:            | 28 from Quicksilver Ct.
|---------------------|----------------------------------
|                     | • The applicant is proposing a second access point onto CSAH 28 to be used by Parcel B. 
|                     | • Because this property accesses a County road, the application has been submitted for review and comment by the Anoka County Highway Department. 
|                     | • The second access point may not fulfill the County’s access spacing guidelines for CSAH 28 (arterial street). If this is the case, a shared driveway agreement will be required between the two properties. 
|                     | • An existing driveway extends from CSAH 28 to the existing single-family home. This driveway travels south 1,850 feet before swinging to the west for 1,500 feet. 
|                     | • The driveway serving Parcel A is shown on the plans to straddle the proposed property line between Parcels A and B. 
|                     | • An easement description for the driveway easement to allow the location of the driveway across both parcels has been provided and must be recorded on both properties. 
|                     | • If the existing driveway will be shared and used by both Parcels A and B, a driveway agreement will be required. 
|                     | • Due to the location of the wetlands on-site and the alignment of the driveway along the proposed property line between Parcels A and B, Staff recommend pursuing a shared driveway for these parcels. 

| Wetlands:          | Wetlands make up roughly 69 acres of the 150-acre site. 
|-------------------|---------------------------------------------------------
|                    | • A wetland delineation has been completed and submitted to City Staff. 
|                    | • No development is proposed to disturb the existing wetlands. 
|                    | • Any future structures on the parcels will be required to adhere to all wetland setbacks as established by Code. 

| Resident Concerns: | Staff has not received any other public feedback regarding the proposed subdivision. 
|--------------------|--------------------------------------------------

| Other Permits:     | All necessary permits must be provided to the City (MPCA, NPDES, MDH, DNR Appropriation, etc.). 
|--------------------|--------------------------------------------------

| INTERIM USE PERMIT | In April 2019, the applicant was granted an Interim Use Permit (IUP) for a home-based business. The applicant runs a landscaping business out of this property. 
|--------------------|--------------------------------------------------
|                    | This IUP must be amended to include only the proposed Parcel A, where the existing house is located, as a result of the proposed subdivision. No additional changes would be made to the IUP. 
|--------------------|--------------------------------------------------|
**Conclusion**

The applicant is seeking approval for a subdivision to create one additional parcel at 6032 Ambassador Blvd NW.

**Staff Recommendations:**
- Approval of the subdivision of the property at 6032 Ambassador Blvd NW into two parcels (A and B) subject to conditions listed on page 5-6.
- Approval of the Registered Land Survey dividing the property at 6032 Ambassador Blvd NW into two tracts (A and B) subject to conditions listed on page 5-6.
- Approval of the IUP amendment to apply to Parcel A only.

**Commission Options:**
The Planning Commission has the following options:
A) RECOMMEND APPROVAL
B) RECOMMEND DENIAL
C) TABLE THE APPLICATION and request additional information
- The 120-day review period for this application ends on May 9, 2020.

**Suggested Findings of Fact:**

**Subdivision**
1. Both proposed parcels are greater than ten acres in area and have more than 300 feet of frontage along a public roadway.
2. The proposed subdivision is consistent with the City’s Comprehensive Plan.
3. The proposed subdivision is consistent with the City’s Zoning and Subdivision Ordinances.

**IUP Amendment**
1. The home-based landscaping business subject to the IUP approved in April 2019 is accessory to the existing home on the property.
2. The applicant is in compliance with the existing IUP.
3. No additional changes to the IUP are proposed.

**Recommended Conditions:**
1. Revise the property description on the Lot Split Description sheet as noted by City Engineer in comments provided on February 3, 2020.
2. Label Line A on the Lot Split Description sheet.
3. Applicant shall comply with all comments from Anoka County regarding the access for Parcel B. If a shared driveway will be used, a driveway agreement between Parcels A and B is required.
4. Park dedication requirements shall be resolved in accordance with City standards.
5. The applicant shall provide proof of ownership for the property.
6. Reference monuments shall be placed in the subdivision as required by state law.

7. The applicant is responsible for all fees related to the review of this application.

8. All fees and financial obligations shall be received by the City prior to the releasing of the subdivision documents for recording.

9. The applicant shall record the subdivision documents with the County Recorder within 30 days after the subdivision is approved and provide a signed copy verifying County recording to the City. At this time, Tract A and Parcel A shall be combined and Tract B and Parcel B shall be combined.

10. Other conditions identified during the review process by Staff, the Planning Commission, or the City Council.
DESCRIPTION OF REQUEST: (attach additional information if needed)
Project Name: Kevin Denker Minor Subdivision

Nature of Proposed Use:

Lot is too big, need to split in case of death in family

Reason(s) to Approve Request:

IS THIS APPLICATION, PART OF, OR IN ADDITION TO, A PREVIOUS APPLICATION(S) PERTAINING TO THE SUBJECT SITE? IF YES:

PROJECT NAME:

NATURE OF REQUEST:

(attach additional information if needed)

PROPERTY INFORMATION:
Street Address: 6032 Ambassador Bulb NW

Property Identification Number (PIN#):

Legal Description Lot(s): Subdivision:

APPLICANT INFORMATION:
Name: Kevin Denker Business Name:
Address: 6032 Ambassador Bulb NW
City: St. Francis State: MN Zip Code: 55070
Telephone: 763-670-4951 Fax:
Contact: Kevin Denker Title: Owner

OWNER INFORMATION: (if different from applicant)
Name: Business Name:
Address:
City: State: Zip Code:
Telephone: Fax: E-mail:
Contact: Title:
APPLICATION FEES AND EXPENSES: By signing this application form, I agree that all fees and expenses incurred by the City for the processing of this application, including costs for professional services, are the responsibility of the property owner to be paid immediately upon receipt or the City may assess a special assessment for which the property owner specifically agrees to be assessed for 100 percent per annum and waived any and all appeals under Minnesota Statutes 429.81 as amended. All fees and expenses are due whether the City is approved or denied for withdrawal. Escrow fees may not cover actual expenses; any additional fees will be billed.

State statutes provides up to 120 days for the review of complete application, but the City will strive to finalize your request as quickly as possible. Please note that missing application due date and meeting dates of submitting an incomplete application WILL result in the review of the request being delayed. All City Council meeting dates are estimated as it is City policy that issues be resolved and plans be revised as may be needed prior to Council consideration.

I, the undersigned, hereby apply for the considerations described above and declare that the information and materials submitted in support of this application are in compliance with adopted City policy and ordinance requirements are complete to the best of my knowledge. I further understand that this application will be processed in accordance with established City review procedures and Minnesota Statutes 15.99 as amended, at such time as is determined to be complete. Pursuant to Minnesota Statutes 15.99, the City will notify the applicant within fifteen (15) business days from the filing date of any incomplete or other information necessary to complete the application. Failure on my part to supply all necessary information as requested by the City may be cause for denying this application.

APPLICANTS MUST BE SIGNED BY ALL PROPERTY OWNERS AS WELL AS/AND IN ADDITION TO, APPLICANT

Applicant(s): [Signature] Date: 1/3/20
Owner(s): [Signature] Date: 1/3/20

Required Application attachments

Minor Subdivisions
Please provide (3) Certificates of Survey at 22" by 34", (1) reproducible reduction at 11" by 17", and (1) to-scale electronic PDF. File of all information and submit an electronic (Word for Windows) version of the complete legal description of the property(s). *See below for other required information.

Concept Plans
Please provide (3) large scale copies at 22" by 34", (1) reproducible reduction at 11" by 17", and (1) to-scale electronic PDF. File of all information and submit an electronic (Word for Windows) version of the complete legal description of the property(s). *See below for other required information.

Preliminary Plot
Please provide (3) large scale copies at 22" by 34", (1) reproducible reduction at 11" by 17", and (1) to-scale electronic PDF. File of all information and submit an electronic (Word for Windows) version of the complete legal description of the property(s). *See below for other required information.

Final Plats
Please provide (3) large scale copies at 22" by 34", (1) reproducible reduction at 11" by 17", and (1) to-scale electronic PDF. File of all information and submit an electronic (Word for Windows) version of the complete legal description of the property(s). *See below for other required information.

1. If applicable, an additional large scale copy at 22" by 34" shall be provided for each of the following:
   a. (1) If project lies within a DNR Shoreland District or Floodplain
   b. (1) If project is adjacent to a neighboring City or Township

2. If applicable, an additional small scale copy at 11" by 17" shall be provided for each of the following:
   a. (1) If project increases the number of dwelling units for the Met Council
   b. (1) If project is adjacent to a County Road or County State Aid Highway
   c. (1) If project is adjacent to a MN/DoT state highway
TO: Planning Commission
FROM: Kate Thunstrom, Community Development Director
SUBJECT: Amend Zoning Code, Chapter 10, Section 2 Definitions
DATE: February 19, 2020

OVERVIEW

City Code requires that a developer shall assure that the front and side yards of each lot are properly graded, three (3) inches of top soil is added and sod or seed is placed. This definition has been met by most developers without question or a definition of topsoil. Recently there has been some call in regards to the quality or expectation of the topsoil and staff needs to include a clear definition in code.

ITEMS TO BE DISCUSSED:

Review definition of topsoil. Make a recommendation to Council to approve, table or deny Ordinance Amendment.

ATTACHMENTS:
Definition of Topsoil
Topsoil Definition

Provide topsoil material suitable for establishing plant growth consisting of a mixture of sand, clay, silt and organic matter. Topsoil shall be free of sticks and roots exceeding 1" in diameter, rocks exceeding 3" in diameter, and foreign materials. The topsoil shall have a clay content of 5% - 35%, silt content of 10% - 60%, sand content of 10% - 70%, organic matter of 3% - 15%, and pH of 6.1 - 7.8%.