PLANNING COMMISSION  
SEPTEMBER 16, 2020 at 7:00 PM

Join Zoom Meeting  
https://us02web.zoom.us/j/7665656892?pwd=M2xyMjdaZDd4amlXYktOUINQzZaEzZo9

Meeting ID: 766 565 6892  
Passcode: 712270  
One tap mobile  
+13017158592,,7665656892# US (Germantown) 13126266799,,7665656892# US  
+(Chicago)

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AGENDA

1. Call to Order/Pledge of Allegiance  
2. Roll Call  
3. Adopt Agenda  
4. Approve Minutes August 19, 2020  
5. Public Comment  
6. Regular Business Items  
   a. City Acquisition of Real Property  
   b. City Zoning District and Code discussion  
7. Public Hearings  
   a. Meadows of St. Francis - PUD  
8. Discussion by Planning Commissioners  
9. Adjournment

Website Link to Agenda and Packets: https://www.stfrancismn.org/meetings

There may be a quorum of St. Francis Council Members present at this meeting.
1. **Call to Order:** The Planning Commission meeting was called to order at 7:00 pm by Chairman Zutz, viz Zoom

2. **Roll Call:** Present were Todd Gardner, Greg Zutz, Colleen Sievert, Liz Fairbanks and Tara Kelly. Absent: Joe Kolodge, William Murray, Councilman Kevin Robinson

   Others in attendance: Kate Thunstrom- Community Development Director

3. **Adopt Agenda:** Motion by Sievert, second by Gardner to approve the August 19, 2020 agenda. Motion carried 5-0.

4. **Approve Minutes:** Motion by Fairbanks, second by Kelly to approve the July 15, 2020 minutes. Motion carried 5-0.

5. **Public Comment:** None received

6. **Public Hearing:**
   
a. Revocation of the Condition Use Permit 06-33-24-11-0084. Thunstrom reviewed packet and identified this is the CUP permit approved for the Meridian Behavioral Health Center. The Center is not moving forward and will not be utilizing the CUP. No comments or response was received by the property owners.

   Public Hearing opened at 7:12 pm
   Public Hearing closed at 7:13 pm with no comments received
   Fairbanks made a motion to move revocation to Council
   Second by Gardner
   Motion passed 5-0

   b. Revocation of Conditional Use Permits- Multiple Properties. Thunstrom requested that property #6, 25-34-25-11-0001, be removed from the revocation action. Commission requested clarification on #8 pertaining to the tower, which has been removed. Clarification was made on why #6 was removed from the process and that to maintain their permit they must maintain the conditions as identified in their permit.

   Public Hearing opened at 7:18 pm
   Public Hearing closed at 7:19 pm with no comments received
   Fairbanks made a motion to move revocations to Council with the removal of #6
   Second by Kelly
   Motion Passed 5-0

7. **Planning Commission Discussion**
   Chamber hosting food trucks and city-wide garage sale.
   Currently the group is on track for a September meeting. As of today meeting will be on Zoom.
8. **Adjournment:** Motion by Gardner, second by Fairbanks to adjourn. Motion carried 5-0. Meeting adjourned at 7:26 pm.

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

Signed by: Kate Thunstrom
**DATE APPROVED:**
TO: Planning Commission
FROM: Kate Thunstrom, Community Development Director
SUBJECT: EDA Acquisition of Real Property
DATE: 09/16/2020

OVERVIEW:

The City of St. Francis EDA is looking to acquire four properties for the purpose of redevelopment. The City has the opportunity to purchase the property with the intent to assemble land and redevelop the Bridge St. corridor for commercial or for the location of a new civic campus. These properties are located in the area that has been identified as the Downtown through redevelopment planning.

The acquisition would result in the demolition of the existing structures. The purchase is through voluntary sale and the City will relocate the tenant meeting all State and Federal requirements.

Property Address: 3772 Bridge Street, PID 32-34-24-34-0012
Original Structure built: 1891
Current use: Rental Housing – non-conforming use
Current Status: Occupied, relocation assistance provided
Property Zoned: B1 Central Business District
Intended use of property: Redevelopment for commercial or Civic Campus
Lot Size: roughly 11,200 sq. ft.

Property Address: Vacant Lot – PID 32-34-24-34-0013
Property Zoned: B1 Central Business District
Intended use of property: Redevelopment for commercial or Civic Campus
Lot Size: roughly 11,200 sq. ft.

Property Address: 22951 Ambassador Blvd – PID 32-34-24-34-0010
Original Structure built: 1970
Current use: Commercial
Current Status: Vacant
Property Zoned: B1 Central Business District
Intended use of property: Redevelopment for commercial or Civic Campus
Lot Size: roughly 10,800 sq. ft.
Property Address: Vacant Lot – PID 32-34-24-34-0009
Property Zoned: B1 Central Business District
Intended use of property: Redevelopment for commercial or Civic Campus
Lot Size: roughly 5,400 sq. ft.

These buildings are not classified historical, for a structure to be historical several factors are required. Those are; age of building, building is recognizably in the same condition and either an event of historical importance happened at the site or a person of historical significance was associated with the site.

Council discussed the acquisition on August 10, 2020 during a work session. The EDA discussed the acquisition on September 14, 2020. Council will hear additional updates, tentatively September 21, 2020

**ACTION TO BE CONSIDERED:**

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

The role of the Planning Commission is to comment on the proposed purchase and determine whether it will comply with the city’s Comprehensive Plan.

**ATTACHED:**
- Property Map
- City Code – B1 Central Business District
- Re-Development Plan Concept
- Zoning Map
10-62-1. - Purpose.

The purpose of the B-1, Downtown Business District is to provide for a mix of business and multi-family housing in the downtown area of the City. The Downtown Business District provides the broadest variety, highest density and greatest intensity of development within the City.

10-62-2. - Permitted uses.

Subject to applicable provisions of this Chapter, the following are permitted uses in the B-1 District:

A. Banks and financial institutions.
B. Clubs and lodges.
C. Essential services.
D. Hotel.
E. Libraries.
F. Liquor sales, off-sale.
G. Liquor sales, on-sale.
H. Municipal government and utility buildings.
   I. Office business, clinic.
   J. Office business, general.
   K. Pet shop.
   L. Personal service.
   M. Post office.
   N. Restaurants, cafes, and coffee shops.
   O. Retail businesses.
   P. Schools.
   Q. Service business, on-site.
   R. Temporary/seasonal outdoor sales as regulated by Section 10-17-13 of this Ordinance.
   S. Theaters.
   T. Brewpub

(Ord. 206, SS, 11-23-2015)


Subject to applicable provisions of this Ordinance, the following are permitted accessory uses in the B-1 District:

A. Accessory outdoor dining.
B. Accessory uses, buildings and structures customarily incidental and directly related to the uses allowed as permitted, conditional, and interim permit in this Ordinance.

C. Off-street parking and off-street loading as regulated by Chapter 19 of this Ordinance.

D. Permitted home occupations as regulated by Chapter 21 of this Ordinance.

E. Play equipment accessory to a permitted use.

F. Residential dwellings which do not occupy the ground floor space of a building.

G. Secondary or accessory use antennas as regulated by Chapter 22 of this Ordinance.

H. State licensed day care centers.

10-62-4. - Conditional uses.

Subject to applicable provisions of this Ordinance, the following are conditional uses in a B-1 District and require a conditional use permit based upon procedures set forth in and regulated by Chapter 7 of this Ordinance:

A. Car sales.

B. Parking ramp.

C. Recreational business.

10-62-5. - Interim uses.

Subject to applicable provisions of this Ordinance, the following are interim uses in a B-1 District and require an interim use permit based upon procedures set forth in and regulated by Chapter 6 of this Ordinance.

A. Excavation, filling, or grading of more than one hundred (100) cubic yards not related to an approved subdivision or site plan, provided that:

1. The use will be in compliance with the provisions of Chapter 31 of this Ordinance and other provisions of the City Code.

2. The interim use permit shall terminate at a date determined by the City Council to be adequate to allow for completion of the operation based upon:

   a. The quantity of material to be removed and the plan of operation
   b. Compatibility with present and future land uses in the area.
   c. Compliance with the requirements of the Zoning Ordinance and conditions specific to the interim use permit approval.

B. Farms, farmsteads and farming.

10-62-6. - Lot area and setback requirements.
The following minimum requirements shall be observed in a B-1 District, subject to additional requirements, exceptions and modifications set forth in this Ordinance:

A. Minimum Lot Area: None.
B. Minimum Lot Width: None.
C. Setbacks:
   1. From Streets:
      a. Collector or Arterial Streets: Ten (10) feet.
      b. Local Streets: None, except that not less than eighty (80) percent of lot frontage shall be built out to the property line.
   2. Side Yards: None.
   3. Rear Yard: None.
D. Wetland setback for all structures: Thirty (30) feet from the delineated edge.


A. Minimum Building Height: Twenty (20) feet.
B. Maximum Building Height: Three (3) stories or forty-five (45) feet, whichever is less.
The Master Plan envisions:

- A Civic Campus on the south side of Bridge Street
- Office Redevelopment on the north side of Bridge Street
- A restaurant/entertainment anchor on the east side of the Rum River
- Housing redevelopment between Bridge Street and Rum River North County Park
- Housing redevelopment south of the High School
- Industrial growth along Highway 47
- Residential infill along Ambassador Boulevard
- Residential infill off Highway 47
- Redevelopment of Office/Commercial along Highway 47
PLANNING REPORT

TO: City of St. Francis Planning Commission
FROM: Beth Richmond, Consulting Planner
DATE: September 9, 2020
SUBJECT: Rezoning Request
LOCATION: Meadows of St. Francis Block 1 (PID #06-33-24-11-C069)
MEETING DATE: September 16, 2020
COMP PLAN: Medium/High Density Residential
ZONING: R-3 Medium Density Residential

OVERVIEW

The Meadows of St. Francis is an existing 66-unit townhome development located along Cree St NW on the southern end of St. Francis. The final plat for the development was approved in 2004, and the development has been in the process of construction ever since. Currently, there are still roughly 30 lots which were platted but have not been developed. This is about half of the total lots which were platted originally.

Following the property owner’s most recent request to construct one of the approved townhome structures, Staff realized that this development does not conform to the City’s Code in a number of ways, including development lot size, setbacks, and private streets. Because of this, the construction request, which was consistent with the final plat, was not in conformance with the City Code.

In the interest of allowing the development to continue as originally approved, Staff is suggesting to rezone this development from R-3 Medium Density Residential to PUD R-3. A Planned Unit Development (PUD) provides the flexibility to bring these lots into conformance and to make full build-out of the area more feasible. In the meantime, Staff has provided building permits to the property owner to construct townhome structures in accordance with the final plat, with the understanding that the PUD will eliminate the nonconformities within the development.

Hoisington Koegler Group Inc.
123 North Third Street, Suite 100
Minneapolis, Minnesota 55401
(612) 338-0800  Fax (612) 338-6838  www.hkgi.com
REVIEW PROCEDURE

60-Day Land Use Application Review Process

Pursuant to Minnesota State Statutes Section 15.99, local government agencies are required to approve or deny land use requests within 60 days. Within the 60-day period, an automatic extension of no more than 60 days can be obtained by providing the applicant written notice containing the reason for the extension and specifying how much additional time is needed. The deadline for the land use request is October 20, 2020.

Public Hearing

City Code section 10-3-3 requires that a public hearing for review of the land use request be held by the Planning Commission. The public hearing notice was published in the Anoka County Union Herald on August __, 2020 and posted on the City Hall bulletin board on August ___, 2020. The public hearing notice was mailed to all affected property owners located within 350 feet of the subject property on August __, 2020.

PLANNED UNIT DEVELOPMENT REVIEW

Comprehensive Plan

The site is guided Medium/High Density Residential by the Comprehensive Plan. This designation is intended for attached residential units, such as townhomes and rowhouses with a density between 7 and 12 units per acre. The Meadows of St. Francis includes 66 townhome units on roughly 6.2 acres for a density of 10.5 units per acre. There are 14 townhome structures planned within this development, each
including between 2 and 9 townhome units per structure. This development is consistent with the 2040 Comprehensive Plan.

**Zoning**

**Uses**

The R-3 zoning district allows two-family dwelling units and townhouses with up to 6 units per structure as permitted uses. The Meadows development includes 14 townhome structures, 3 of which are intended to house more than 6 units each (7, 8, and 9 respectively). As part of the PUD, the uses are requested to be changed to allow townhomes with up to 9 units per structure.

**Lot Dimensions**

The R-3 district lists lot regulations for entire parcels or developments, as opposed to individual unit sizes. For townhomes, a development must have a minimum of 5,000 sq. ft. per dwelling unit. For the 66 units of the Meadows of St. Francis, this means the development must be 330,000 sq. ft. in area, or about 7.6 acres. The Meadows of St. Francis contains 6.24 acres, which is roughly 4,120 sq. ft. per unit. The PUD will reflect the smaller lot size which was approved at the time of final plat.

<table>
<thead>
<tr>
<th>Development Lot Size</th>
<th>Required (R-3)</th>
<th>Proposed PUD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Development Total Area</td>
<td>15,000 sq. ft.</td>
<td>271,815 sq. ft.</td>
</tr>
<tr>
<td>Development Lot Width</td>
<td>100 ft.</td>
<td>100+ ft.</td>
</tr>
<tr>
<td>Development Lot Size</td>
<td>5,000 sq. ft. per unit</td>
<td>4,118 sq. ft. per unit</td>
</tr>
</tbody>
</table>

The lots for this subdivision have already been platted and contain one townhome unit apiece. Each lot is between 24 and 28 feet wide and between 64 and 71 feet deep. The lot area for these townhomes ranges between 1,664 sq. ft. and 1,854 sq. ft. Each townhome is between 50 and 55 feet long, providing roughly 15 feet for a driveway or backyard patio within the lot. The PUD will explicitly state the allowable dwelling unit lot size to provide clarity in the future.

**Setbacks**

Street, rear, site periphery, and building separation setbacks are all required within the R-3 district. The following table shows the existing setbacks required within the R-3 district, as well as the proposed PUD setbacks. Keep in mind that the “proposed” setbacks apply to buildings which have already been constructed or which were planned to be constructed in accordance with the approved final plat. The purpose of the PUD rezoning is to bring these townhomes into conformance by allowing a reduction in setbacks for the development.

<table>
<thead>
<tr>
<th></th>
<th>R-3 Required Setbacks</th>
<th>Existing Setbacks</th>
<th>Proposed PUD Setbacks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Setback</td>
<td>25 ft.</td>
<td>18-45 ft.</td>
<td>18 ft.</td>
</tr>
<tr>
<td>Building Separation</td>
<td>25 ft.</td>
<td>16 ft.</td>
<td>16 ft.</td>
</tr>
<tr>
<td>Rear Setback</td>
<td>25 ft.</td>
<td>0 ft.</td>
<td>0 ft.</td>
</tr>
<tr>
<td>Site Periphery</td>
<td>25 ft.</td>
<td>6 ft.</td>
<td>6 ft.</td>
</tr>
</tbody>
</table>
Driveways/Access

Each townhome unit has access onto a privately owned and maintained street (El Dorado St NW, 228th Ave NW, Dakotah St NW). The development as a whole has two access points onto Cree St NW which is a public street connecting the development to the rest of the City’s street network.

Because the street setbacks are smaller within this development, driveways are also shorter. That means that larger, longer vehicles parked in private driveways have the potential to hang out into the street and obstruct traffic. The private streets are already fairly narrow, between 22 and 24 feet wide. Vehicles parked within the street would hamper the ability of people and vehicles to move safely and easily through this area. As a condition of approval, all new units constructed within the development shall be marketed and limited to compact cars in the driveways.

Ownership of Common Elements

Common open space surrounds the townhome structures within the Meadows of St. Francis development. This open space is owned and maintained by the Meadows of St. Francis Master Association.

The private streets within the development are also maintained by the Master Association. Because the private streets do not meet the City’s street standards for street width, these shall remain under private ownership. Private streets are only allowed through a PUD, and so this rezoning will clarify that El Dorado St NW, 228th Ave NW, and Dakotah St NW shall all be private streets within this development.

The Meadows of St. Francis is served by public utilities. A drainage and utility easement exists over the utility lines and allows the City to maintain the sewer and water facilities throughout the development. The PUD will clarify this arrangement of public utilities within private streets.

RECOMMENDATIONS

Staff recommends the following:

1) Staff recommends approval of the rezoning of Block 1, Meadows of St. Francis from R-3 to PUD R-3.

The following conditions are recommended to be required with any recommendation for approval:

1. Any expansion of this PUD shall require a PUD amendment as specified by Code Section 10-10-6 Amendment of a PUD.

2. All new units constructed within the development shall be marketed and limited to compact cars in the driveways. The applicant is responsible for all fees related to the review of this application.

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

4. The applicant shall record the subdivision documents with the County Recorder within 90 days after the date of approval.

5. Other conditions identified during the review process by Staff, the Planning Commission, or the City Council.
Proposed Findings of Fact

1. The proposed rezoning is consistent with the City’s 2040 Comprehensive Plan and compatible with present and future land uses of the area.

2. Excluding the exceptions granted by the PUD, the development is consistent with the City’s Zoning Ordinance.

3. The proposed development is currently accommodated by existing public services and does not overburden the City’s service capacity.

4. Traffic generated by this development is within the capabilities of streets serving the property.

PLANNING COMMISSION ACTIONS
After the public hearing and discussion, the Planning Commission could take one of the following actions:

1) Recommend approval with the conditions and findings of fact as presented by Staff.
   Proposed Motion:
   A) Move to recommend approval of the rezoning of Block 1 Meadows of St. Francis from R-3 Medium Density Residential to PUD R-3 with conditions and findings of fact as recommended by Staff.

2) Recommend denial with Planning Commissioners’ findings of fact.

3) Table the request to the next Planning Commission meeting and provide direction to Staff and the applicant as to the additional information needed.

ATTACHMENTS

- The Meadows of St. Francis Final Plat
MEADOWS OF ST. FRANCIS

KNOW ALL MEN BY THESE PRESENTS: That JMA Triangle Development, LLC, a Minnesota Limited Liability Corporation, owner, and Community First National Bank, a United States Corporation, mortgagee, of the following described property situated in the County of Anoka, State of Minnesota, to wit:

That part of the North Half of the Northeast Quarter, Section 6, Township 33, Range 24, Anoka County, Minnesota, lying northerly of the West 337.68 feet of said North Half of the Northeast Quarter, as measured at right angles to the west line of said North Half of the Northeast Quarter, except a strip 244 feet of said 337.68 feet as shown on the plat attached hereto; together with the easement thereto granted as shown on said plat attached hereto; and except a strip 244 feet of said 337.68 feet, lying northerly of the West 337.68 feet of said North Half of the Northeast Quarter, and except that part of said North Half of the Northeast Quarter lying within the land otherwise described herein, from the true line of said Northeast Quarter to a point on the true line of said North Half of the Northeast Quarter as shown on a plat on file in the Office of the Recorder of Anoka County, Minnesota, which plat is a part of said plat attached hereto; and except a strip 244 feet of said 337.68 feet, lying northerly of the West 337.68 feet of said North Half of the Northeast Quarter, and except that part of said North Half of the Northeast Quarter lying within the land otherwise described herein, from the true line of said Northeast Quarter to a point on the true line of said North Half of the Northeast Quarter as shown on a plat on file in the Office of the Recorder of Anoka County, Minnesota, which plat is a part of said plat attached hereto.

...
MEADOWS OF ST. FRANCIS
CITY OF ST. FRANCIS
COUNTY OF ANOKA
SECTION 6, TOWNSHIP 33, RANGE 24.

OFFICIAL PLAT

OUTLOT A

NOTE:
THERE IS A DRAINAGE AND UTILITY EASEMENT
OVER ALL OF LOT 67, BLOCK 1.

HY-LAND SURVEYING, P.A.
LAND SURVEYORS

SHEET 3 OF 3 SHEETS