

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
OCTOBER 7, 2019
ST FRANCIS AREA SCHOOLS DISTRICT OFFICE
4115 Ambassador Blvd NW
6:00 PM

1. Call to Order / Pledge of Allegiance
2. Roll Call
3. Adopt Agenda
4. Consent Agenda
 - A. City Council Minutes – September 16, 2019
 - B. City Council Work Session Notes – September 24, 2019
 - C. Surplus Property - Police Squad Resolution 2019-42
 - D. MMUA Safety Management Program Contract October 1, 2019-September 30, 2020
 - E. Rivers Edge (Laketown Builders) – Release Letter of Credit
 - F. Hire Paul Carpenter as a Public Works Streets/Park Worker contingent upon passing all pre-employment testing
 - G. Payment of Claims
5. MEETING OPEN TO THE PUBLIC
6. SPECIAL BUSINESS
7. PUBLIC HEARINGS
8. OLD BUSINESS
9. NEW BUSINESS
 - A. Asper 910 236th Avenue NW – Variance Request – Resolution 2019-45
 - B. Turtle Ponds 4th & 5th Additions
 1. PUD Amendment - Ordinance 255, Second Series (First Reading)
 2. Turtle Ponds 4th Addition Preliminary Plat Approval – Resolution 2019-43
 3. Turtle Ponds 5th Addition Preliminary Plat & Drainage and Utility Easement Vacation Resolution 2019-44
 - C. 2040 Comp Plan Draft Revisions
 - D. Schedule a Work Session
10. MEETING OPEN TO THE PUBLIC
11. REPORTS
 - A. Department Reports –Community Development Quarterly Report
 - B. Councilmember Reports -
 - C. Upcoming Events –
 - Oct 14 City Offices Closed – Columbus Day
 - Oct 16 Planning Commission @ St. Francis Area Schools District Office 7:00 pm
 - Oct 21 City Council Meeting @ St. Francis Area Schools District Office 6:00 pm
 - Oct 26 Annual Shred Event, Cardboard & Fall Leaf Dropoff @ Public Works Facility 8-Noon
12. ADJOURNMENT

**CITY OF ST. FRANCIS
ST. FRANCIS MN
ANOKA COUNTY**

**CITY COUNCIL MINUTES
SEPTEMBER 16, 2019**

5:00 pm Work Session with MnDOT

Melissa Barnes and Sheila Kaupee of MnDOT along with Beth Engum of Kimley-Horn presented to the City council four different options for the Hwy 47 Corridor Improvement. The different plans included roundabouts, J-turns and a tunnel. They spoke on safety, pedestrians, speed and controlled intersections. Council did have concerns and questions with four roundabouts, the tunnel and pedestrian safety.

6:00 pm Regular City Council Meeting

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE**

The regular City Council meeting was called to order at 6:05 pm by Mayor Steve Feldman.

2. **ROLL CALL**

Members present: Mayor Steve Feldman, Councilmembers Kevin Robinson, Joe Muehlbauer, Robert Bauer and Sarah Udvig. Also present; Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), City Engineer Craig Jochum (Hakanson Associates, Inc.), City Administrator Joe Kohlmann, Community Development Director Kate Thunstrom, Police Chief Todd Schwieger, Fire Chief Dave Schmidt, Public Works Director Paul Teicher, Finance Director Darcy Mulvihill, and City Clerk Barb Held.

3. **APPROVAL OF AGENDA**

MOTION BY MUEHLBAUER SECOND ROBINSON APPROVING THE REGULAR CITY COUNCIL AGENDA. Motion carried 5-0.

4. **CONSENT AGENDA**

MOTION BY UDVIG SECOND ROBINSON APPROVE THE CONSENT AGENDA ITEMS A-G AS FOLLOWS:

- A. City Council Minutes – September 3, 2019
- B. Accept the Resignation of Planning Commission member Brittney Berndt
- C. Appoint Rich Skordahl to the Planning Commission to fill the vacancy until the end of Berndt's term
- D. Pay Estimate #2 to North Valley Inc. for Kings Hwy/Riverbank Lane Improvement Project \$221,829.22
- E. Payment of Claims \$851,060.34 (ACH 268E-269E \$ 359,472.80 and Check # 76390-76467 \$491,587.54)

- F. Hire Kim Sweet as a Part Time Liquor Store Clerk
Motion carried 5-0.

5. **MEETING OPEN TO THE PUBLIC**

Justin Miller, 1940 237th Avenue NW was before the council asking them to revisit the bee ordinance. Miller would like the council to remove the entire ordinance. Council indicated they would discuss this further at a future work session. Councilmember Robinson said he did bring this up previously at a work session and had contacted surrounding cities earlier this year. Robinson said he does have the information he could share with the council.

Shelly Kaunzner, 24439 Riverbank Lane NW wanted to thank the council for their street project. But with the smooth road comes faster traffic. Police Chief Todd Schwieger stated they have been in the area patrolling. Kaunzner also asked about getting additional lower speed limit signs. Public Works Director Paul Teicher stated he would work with the city engineer about the placement of the signs.

6. **SPECIAL BUSINESS**

A. Community Service

Mayor Steve Feldman presented Paul Teicher, Public Works Director a Community Service Award from Minnesota Municipal Utilities Association (MMUA). The award is in recognition of long and outstanding service to his community in support of municipal utilities.

7. **PUBLIC HEARING**

None

8. **OLD BUSINESS**

None

9. **NEW BUSINESS**

A. Ordinance 253, Second Series – Outdoor Storage (Second Reading)

Community Development Director Kate Thunstrom stated the change is mainly due to clarification. Parking surface specifically dealing with the pavers. The current code is being interpreted differently. Chapter 10, Section 16 D-3 is the area that is being amended. Referenced Section 19 as it relates to parking and driveways was updated this spring so references in Section F are no longer correct. Planning Commission held a public hearing with no public comment received.

MOTION BY MUEHLBAUER SECOND ROBINSON APPROVING THE SECOND READING OF ORDINANCE 253, SECOND SERIES AMENDING CHAPTER 10, SECTION 16-15 ENTITLED "OUTDOOR STORAGE.

Roll Call: Ayes: Robinson, Muehlbauer, Feldman, Bauer, and Udvig,

Nays: None
Motion carried 5-0.

B. Ordinance 253, Second Series - Summary Publication Resolution 2019-38
MOTION BY MUEHLBAUER SECOND BAUER TO ADOPT RESOLUTION 2019-38 A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF ORDINANCE 253, SECOND SERIES, AMENDING CHAPTER 10, SECTION 15 D-3 ENTITLED "OUTDOOR STORAGE-RECREATION CAMPING VEHICLE, UTILITY TRAILER, BOAT, UNLICENSED VEHICLE AND PARKING" AND UPDATE CHAPTER 10, 15-F. Motioned carried 5-0.

C. Ordinance 254, Second Series – Accessory Structures (Second Reading)
Currently the City Code size caps the attached garage at 80% up to 1,000 square feet no matter the size of the house footprint. Staff is proposing keeping the maximum limit of 840 square feet on attached garages unless the footprint of the house is of a size that allows that to increase. Using a flat 80% limit, the increase will balance the house and garage based on the overall size.

MOTION BY UDVIG SECOND MUEHLBAUER APPROVE THE SECOND READING OF ORDINANCE 254, SECOND SERIES AMENDING CHAPTER 10, SECTION 18-6A ENTITLED "AREA, NUMBER AND HEIGHT LIMITATIONS".

Roll Call: Ayes: Muehlbauer, Feldman, Bauer Udvig, and Robinson
Nays: None
Motion carried 5-0.

D. Ordinance 254, Second Series – Summary Publication Resolution 2019-39
MOTION BY MUEHLBAUER SECOND BAUER TO ADOPT RESOLUTION 2019-39 A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF ORDINANCE 254, SECOND SERIES, AMENDING CHAPTER 10, SECTION 18-6A. ENTITLED "AREA, NUMBER AND HEIGHT LIMITATIONS".
Motion carried 5-0.

E. Adjusting the Tax Levy for Bond Indebtedness – Resolution 2019-40
Finance Director Darcy Mulvihill referenced her agenda report explaining the need to adjust the tax levy for the bonded indebtedness.
MOTION BY ROBINSON SECOND UDVIG TO ADOPT RESOLUTION 2019-40 A RESOLUTION ADJUSTING THE TAX LEVY FOR BONDED INDEBTEDNESS.
Motion carried 5-0.

F. Preliminary Approval of Proposed 2019 Tax Levy, Collectible in 2020 and Setting Budget Hearing Date – Resolution 2019-41
Finance Director Darcy Mulvihill reported the 2020 Levy is proposed to be \$3,984,590 which is \$191,000 more than 2019 levy. This included the General Operating levy of \$3,616,000 and a debt service levy of \$368,590. Some of the notable contributors to

the levy increase are more funding for road projects and moving the fire chief from part time status to full time. The amount that is set tonight is the maximum levy amount with a final levy and budget being set after the council holds a public hearing on December 2, 2019.

Feldman stated this levy is utilizing the city's increased market value amounts to keep the overall tax rate about the same as the rate in 2019.

Robinson said roads, bridges, police and fire is what he believes is the council's highest priority.

Bauer said he would prefer to decrease the levy and question whether a city our size needs a full-time fire chief. Feldman responded, he is a true believer that every department head should be a full-time staff member.

MOTION BY ROBINSON SECOND MUEHLBAUER TO ADOPT RESOLUTION 2019-41 A RESOLUTION PROVIDING PRELIMINARY APPROVAL OF A PROPOSED 2020 TAX LEVY AND SETTING BUDGET PUBLIC HEARING DATE FOR DECEMBER 2, 2019. Motion carried 5-0.

G. Furnace/AC Replacement at Fire Station

Fire Chief Dave Schmidt reported the fire station has a failed furnace unit that provides climate control to the training room, SCBA room, communication's room and the tool room. This is the second failure of the unit in just over a year. The unit was found to have a failed motor and circuit board and recommended for replacement. In the Building Improvement Fund for 2020 the 2 furnace units and 2 air conditioners are identified for replacement. It is my recommendation to replace these units a few months ahead of schedule, as we are unable to wait until 2020. Four quotes were received for these units. They are:

- i. NAC- \$15,819.00 – 92% eff. Bryant/Trane units 75k btu
- ii. RICCAR- \$14,625.00 – 95% eff. Rheem units 98k btu / 68k btu
- iii. YALE- \$14,900.00 – 80% eff. Lennox units 90k btu
- iv. YALE- \$14,400.00 – 92% eff. Bryant units 80k btu

The funds would come from the Building Improvement Fund and staff also anticipates a \$300 rebate from CenterPoint energy if the 92% energy efficient models are selected.

The council discussed in length this item. In the end, the council agreed to go with the more efficient unit quote from RICCAR with the Rheem unit.

MOTION BY BAUER SECOND MUEHLBAUER TO ACCEPT THE FOUR QUOTES AND TO GO WITH A MORE EFFICIENT FURNACE/AIR CONDITIONING UNIT FROM RICCAR FOR A RHEEM UNIT WITH A QUOTE OF \$14,625.00. Motion carried 5-0.

10. MEETING OPEN TO THE PUBLIC
None.

11. REPORTS

A. Department Reports – Public Works Monthly Reports

Public Works Director Paul Teicher gave his monthly report. Council thanked Paul for the report, very informative.

Mayor also reminded everyone of the Meter Replacement that is being done by Ferguson Waterworks.

B. Councilmember Reports-

Robinson – reminded everyone of the MnDOT Open House, speak up now. This is your chance.

Muehlbauer – also stated everyone needs to come to the MnDOT Open House this Thursday at the First Baptist Church. Some people said the five of us should speak for them. I believe in the power of numbers, important everyone shows up to let them know what you think.

Bauer- get your thoughts out there on the corridor, even on the east to west corridor. Have your voices be heard. I am not a HVAC person so I am counting on your expertise. I am however a twelve year firefighter. I am not anti fire but would like to see the city not spending money out of control. I would like to see a 5% cut in the budget.

Udvig – I attended the school board meeting last Monday. They are working through the start of the school year and the construction. I too will be at the MnDOT Open House on Thursday night.

Feldman – said the Open House this Thursday is very important. Thunstrom stated the Business Meeting with MnDOT has been scheduled for October 3rd. I agree with Muehlbauer. It is one thing for five of us to speak but if you get 200 people speaking that is what gets people to listen. They will answer your questions. Discussions about city buildings is because we want to be pre-empted and proactive. We will be discussing this in work sessions. I also want to say the last 20 years this city has been run mean and lean. That is why today we are we spending money but are we getting a return on the dollar, yes. That is why Rob I said to you many, many times and I will go on record. Show me a cut with a benefit behind a long-term dividend and I will look at it sincerely with full due diligence. But to cut just for cut sake I will not look at it at all. For the first time in twenty years, we have a solid fire department with a chief, assistant and captains. Back in 2017, we had six hours of interviews for a new fire chief. We are not over spending budgets, I don't agree with that at all. We are spending money in the proper way. Including new and improved plow trucks. We are spending money where we probably should have spent it years ago and they didn't. If you have questions on the Riverbank Lane/Kings Hwy, first please be patient with the change. If you have questions call city hall. We will look at the speed limit signs. Don't hassle the contractors. City Hall will be closed October 14th for Columbus Day. If you have questions on the MnDOT event you can go to our website and look at our newsletter or click on the Our Community tab.

C. Upcoming Events -

Sept 18 Planning Commission @ St. Francis Area Schools District Office 7:00 pm
Sept 19 MnDOT Open House @ First Baptist Church 4:30-7:30 pm
Oct 7 City Council Meeting @ St. Francis Area Schools District Office 6:00 pm

Oct 14 City Offices Closed – Columbus Day

12. **ADJOURNMENT**

There being no further business, Mayor Feldman adjourned the regular city council at 7:07 pm.

Barbara I. Held, City Clerk

DRAFT

CITY OF ST. FRANCIS
ST. FRANCIS, MN
ANOKA COUNTY

CITY COUNCIL WORK SESSION NOTES
SEPTEMBER 24, 2019
5:30 P.M.

1. **Call to Order/Roll Call**

The Work Session was called to order at 5:30 pm by Mayor Steve Feldman.

Roll Call: Present were Mayor Steve Feldman, Council members Kevin Robinson, Joe Muehlbauer, Robert Bauer and Sarah Udvig. Also present were City Attorney Dave Schaps, City Administrator Joe Kohlmann, Community Development Director Kate Thunstrom, and Public Works Director Paul Teicher.

2. **Norhill Estates**

Community Development Director Kate Thunstrom reported staff had been contacted by several residents of the Norhill Estates Subdivision regarding issues with a neighboring property. This property located directly north of this subdivision located in Isanti County and is currently running the business as a vineyard and bed and breakfast. They do old large events at this facility such as weddings. The business was granted an original CUP in 2016 with the residents in Norhill Estates never being notified of the land use application as required by State Statute. In 2018, they combines additional property to create the size it is today. Property owner just recently requested to amend his currently CUP to include camping. This time the property owners in Norhill Estates were notified of the amendment to the CUP and attended the public hearing. However, their public hearing comments were not considered for the CUP the Norhill Estates property owners shared their concerns with the noise, late night music and potential lack of restrictions around the business. The city received a petition from some of the resident of Norhill Estates asking for the city's assistance /support in any way. Two residents of the neighborhood were present at the work session if the council had any questions.

The residents in the attendance said they will try to work with the property owner and township to resolve any issues. After council discussion on the topic with the residents. The council will wait to hear back from the residents on how their meetings go with the property owners and township.

3. **Nuisance Property**

City Attorney Dave Schaps provided a memorandum for the Council giving them a background of the property at 22708 Rum River Blvd. Thunstrom went over the timeline and steps taken with the council. This issue started 2012-2013 with a fire in the home. Staff has attempted on multiple occasions to work with the property owner to resolve the building code and property issues. Staff also brought in an independent building engineers' report to determine if the house on the property can be brought up to City Code standards – which indicated with the appropriate

improvements – the house could be brought up to Code. To date, this property owner has not complied in making the necessary improvements and the property is still not compliant with the City Code and that is why it was turned back over to the attorney's office. Schaps stated this issue would need to come before the council at a regular city council meeting for action if the council wants to move forward. The council would give the property certain number of days to either bring the property back into compliance or the house would be razed. This document would then be filed with the court system. There is a challenge period for the property owner to contest it in court.

After Council discussion, they agreed to move forward with the process and bring a resolution back to a council meeting for action.

4. **Drake Street**

Staff was approached by a property owner located adjacent to Drake Street who would like to build a home. Two problems with the parcel, one the city requires you are to have an improved surface to build a home per City Code and you cannot have more than 16 homes on a cul-de-sac. Drake Street already has 16 homes. Maps and diagrams were provided for the council packet. When it was approved 1996, it was noted that future subdivision would finish the Drake Street connection to CSAH 24, this did not happen. The other parcels to the north have access to CSAH 24. It is unlikely the City has any interest in constructing this road but staff wanted to confirm this with the council. After Council discussion, they stated the applicant could apply for a variance or obtain an easement from another property owner.

5. **City Buildings Discussion**

Mayor Feldman said this is the beginning of exploratory options for the city buildings. Have no idea how long this will take and to what extent will be done. We will discuss what is going to be done with the buildings. My goal is to have public included like we did with the St. Francis Forward program. Feldman said he put some notes down with possible ideas. After multiple meetings if nothing comes from it at least the city will have the information. Different ideas were discussed. Council provided direction that they wanted to more closely review joint structure options for city hall and fire. The council determined a joint structure on Bridge Street or on the Public Works site seemed to make the most sense. Staff stated they would bring these two options back whenever the City has another work session.

6. **Adjournment**

Mayor Feldman adjourned the work session at 8:21 p.m.

Submitted by,

Barbara I. Held, City Clerk

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4 C**TO:** Joe Kohlmann, City Administrator**FROM:** Todd Schwieger, Police Chief**SUBJECT:** **Surplus Property****DATE:** October 7, 2019

OVERVIEW:

On July 31st, 2019 an officer was involved in a motor vehicle accident while operating a 2019 squad car (squad 119 bearing VIN 2C3CDXKT9KH600780). The League of Minnesota Cities Insurance Trust has since determined the vehicle to be a total loss. A League of Minnesota Cities Insurance Trust adjuster received two bids from salvage buyers. AAA Auto Parts put in the highest salvage bid of \$2,525.00. If approved, the vehicle would be sold to AAA Auto Parts for the bid price and the funds would be placed into the general fund. A breakdown of the loss amount paid to the city is as follows:

\$19,437.00 Base Actual/Market Value
\$21.75 DMV Fees
\$643.60 EATI Police Equipment removal
\$2,250.00 EATI Police Equipment Install Labor only

\$22,352.35 Collision Subtotal

\$355.00 Graphics
\$1,677.85 EATI Police Equipment Parts (New parts not salvaged from damaged vehicle)

\$2,032.85 Mobile Property

Add the total for Collision and Mobile Property:

\$22,352.35
\$2,032.85

\$24,385.20
(\$2,525.00) Less Salvage

\$21,860.20
(\$500.00) Less Deductible

\$21,360.20 is the total loss payment amount to the city

ACTION TO BE CONSIDERED:

City Council to declare the totaled 2019 squad car (Squad 119) surplus property and accept the salvage bid of \$2,525.00 from AAA Auto Parts.

BUDGET IMPLICATION:

Funds from the sale of the salvaged vehicle will be placed into the general fund.

Attachments: Resolution 2019-42

CITY OF ST. FRANCIS
ST. FRANCIS, MN
ANOKA COUNTY

RESOLUTION 2019-42

A RESOLUTION DECLARING SURPLUS
PROPERTY AND AUTHORIZING THE DISPOSAL
OF SAID PROPERTY

WHEREAS, Section 8-7-3 of the St. Francis City Code entitled "Disposal of Excess Property" outlines the procedure for disposal of City owned property; and

WHEREAS, pursuant to Section 8-7-3, the City has identified property owned by the City that is no longer needed for municipal service; and

WHEREAS, per the League of MN Cities Insurance Trust adjuster who determined the Police Squad #119 (VIN 2C3CDXKT9KH600780) to be a total loss from a car accident will be sold to "AAA Auto Parks", who had the highest salvage bid after being declared surplus property; and

WHEREAS, by the City Council of the City of St. Francis that the following city property is hereby classified as surplus property, with the highest bid value said property assigned as follows:

Surplus Property	Estimated Value
2019 Dodge Charger (VIN 2C3CDXKT9KH600780)	\$2,525.00

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 7th DAY OF OCTOBER, 2019.

APPROVED:

ATTEST:

Steven D. Feldman, Mayor

Barbara I. Held, City Clerk



**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4 D

TO: Mayor & City Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: MMUA Safety Management Program Contract
DATE: October 7, 2019

OVERVIEW:

The City contracts with MMUA to provide safety programs for employees. These programs help ensure that the City is OSHA compliant and using the best practices for employee safety. The program ensures that the City receives adequate training, evaluation and implementation of safety practices.

Employee safety is important for several reasons. First, it ensures that employees are safely handling dangerous equipment and chemicals; are using the best practices to avoid injury. Second, the MMUA safety program also ensures that the City is in compliance with OSHA and industry standards in the handling of these pieces of equipment and chemicals. Finally, the program minimizes liability for the City in regards to workers compensation and other impacts that can arise from employee injuries.

This contract is an annual renewal. The contract did increase from \$20,400 to \$20,750 for this renewal.

Recommended Motion:

Motion to enter into the Safety Management Program Contract with MMUA.

Minnesota Municipal Utilities Association
AMENDMENT TO SERVICES AGREEMENT

Safety Management Program

Contract Date: July 29, 2019

Contract Number: 171-2020

The services agreement entered into between Minnesota Municipal Utilities Association (MMUA) and City of Saint Francis (Saint Francis), dated July 16, 2018, contract number 171-2019, is amended as follows:

PART II, Section 1.

1. DURATION: This Agreement shall remain in force from October 1, 2019 until September 30, 2020 (the "expiration date").

PART III, Section 1.

1. COMPENSATION: For the services covered by this Agreement, Saint Francis shall pay MMUA an annual fee of twenty thousand seven hundred fifty dollars and 00 cents (\$20,750.00) for the 2019-20 annual period. Such compensation shall be due and payable according to the selected payment terms below.

Payment terms for the fee agreed to above shall be based on one of the following options (select one):

- ☐ Annual Payment (\$20,750.00)
- ☐ Quarterly Payments (\$5,187.50 each)

For any term of less than twelve full calendar months, the fee shall be a portion of the annual fee, pro-rated based on the number of calendar months or partial calendar months in which the services were provided as a percentage of twelve (12).

The parties hereby accept the terms of the Agreement as modified.

City of Saint Francis
By _____
Title _____
Date _____
Purchase Order # _____

Minnesota Municipal Utilities Association
By  _____
Title Executive Director
Date July 29, 2019

Minnesota Municipal Utilities Association
Safety Management Program
East Central Group Fee Calculation (Tom Ewert)
 October 1, 2019 - September 30, 2020

City	Population	2019-20 Annual Charge	2019-20 Quarterly Charge	2018-19 Annual Charge	Difference	Total 2019-20 with JTS	# of Days
Cannon Falls	3,973	\$17,550.00	\$4,387.50	\$17,200.00	\$350.00	\$17,550.00	2
Delano	4,114	\$17,550.00	\$4,387.50	\$17,200.00	\$350.00	\$19,950.00	2
Elk River (city)	23,730	\$9,800.00	\$2,450.00	\$9,450.00	\$350.00	\$9,800.00	0.58 * Calendar year program
Mankato	39,309	\$39,900.00	\$9,975.00	\$39,900.00	\$0.00	\$39,900.00	4
New Prague	5,391	\$12,550.00	\$3,137.50	\$12,200.00	\$350.00	\$14,950.00	1
Princeton (city)	4,503	\$10,900.00	\$2,725.00	\$10,400.00	\$500.00	\$10,900.00	1 * Moved from NE group
Shakopee	29,335	\$24,850.00	\$6,212.50	\$24,500.00	\$350.00	\$29,650.00	2
St. Francis	7,163	\$20,750.00	\$5,187.50	\$20,400.00	\$350.00	\$20,750.00	2
SMPMA		\$21,350.00	\$5,337.50	\$21,000.00	\$350.00	\$21,350.00	2 * SC location moved to EC
Totals:	117,518	\$175,200.00	\$43,800.00	\$172,250.00	\$2,950.00	\$184,800.00	16.6

Annual JTS (Electric)		2019-20	2018-19	
\$600.00	per lineman			
Delano	4	\$2,400.00	\$2,400.00	
LeSueur	5	\$3,000.00	\$3,000.00	
New Prague	4	\$2,400.00	\$2,400.00	
North Branch	0	\$0.00	\$1,800.00	* Moved to NE group
Shakopee	8	\$4,800.00	\$4,800.00	
Totals:	21	\$12,600.00	\$14,400.00	

Please notify Larry Pederson of changes to your city.

Call 763-746-0704; fax 763-551-0459 or e-mail to lpederson@mmua.org.

August 16, 2019

MEMORANDUM

To: Safety Management Participants

From: Mike Willetts, Director of Job Training and Safety

Subject: 2019-20 Safety Management Program Contract

It is time to renew your safety management program contract. If we held a regional group meeting earlier this year, please note that the budgets have not changed since then, unless to make specific corrections. For those where we did not hold a group meeting this year, please note that the budgets have been created with the goal of having minimal price increases while covering MMUA's costs in providing your service. The contract amendments will cover October 1, 2019 through September 30, 2020, to coincide with MMUA's fiscal year.

Two copies of your contract amendment are enclosed. Please sign both contracts keeping one for your records and mailing the other to the address shown below. Please do not send payment at this time. You will be billed October 1. Mail your signed contract to:

Larry Pederson, Director of Finance
Minnesota Municipal Utilities Association
3025 Harbor Lane North, Suite 400
Plymouth, MN 55447-5142

If you have any concerns with the new contract, please contact me or Larry as follows:

Mike Willetts: phone 763-746-0705 or e-mail mwilletts@mmua.org
Larry Pederson: phone 763-746-0704 or e-mail lpederson@mmua.org

Thank you for being part of MMUA's safety management groups. With this program and your support we have proven that working together as a group we can develop a safety program that is affordable and at the same time works.

TO: Joe Kohlmann, City Administrator
FROM: Kate Thunstrom, Community Development Director
SUBJECT: Rivers Edge Letter of Credit Release – Phase 2
DATE: October 7, 2019

OVERVIEW

The city has previously approved the Rivers Edge development, phase 2 to move forward with construction. Due to weather and infrastructure contractor delays, this project will not move forward this fall. The developer has requested a return of the Letter of Credit and will re-issue the LOC prior to spring construction.

The Developer intends to move forward with phase 2 and phase 3 in the spring. At that time a new LOC will be issued to address the project moving forward as it may change in its scope and size.

ITEMS TO BE DISCUSSED:

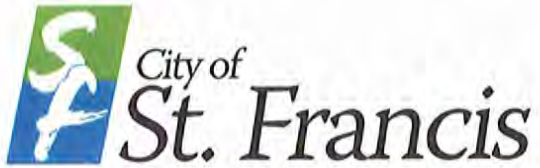
City Council approval of the Letter of Credit release and to be reissued before grading of platted area.

BUDGET IMPLICATION:

None. All development costs are borne by the Developer

ATTACHMENTS:

Rivers Edge Letter of Credit Reduction Recommendation letter



23340 Cree Street NW
St. Francis, Minnesota 55070
763-753-2630
FAX 763-753-9881

October 8, 2019

Security Bank & Trust Co
539 South Elm Street PO Box 45
Waconia, MN 55387

RE: Laketown Builders- Letter of Credit (No. 528)

Dear Mr. Johnson,

The City of St. Francis has received a request to release the Irrevocable Letter of Credit for the Laketown Builders. The city is hereby authorizing a release of #529 in the amount of \$247,500.

If you should have any questions, please contact me at 763-235-2306.

Sincerely,

A handwritten signature in blue ink that reads 'Darcy Mulvihill'.

Darcy Mulvihill
Finance Director

IRREVOCABLE STANDBY LETTER OF CREDIT

Letter of Credit Number: 528

Amount: U.S. \$ 247,500.00 (two hundred and forty seven thousand five hundred dollars and zero cents U.S. DOLLARS)

This Letter of Credit is issued on July 24, 2019 by Issuer in favor of the Beneficiary for the account of Applicant. The parties' names and their addresses are as follows:

APPLICANT:

LAKETOWN BUILDERS, LLC
Entity Type: Limited Liability Company
1536 Beachcomber Blvd.
Waconia, MN 55387

BENEFICIARY:

CITY OF ST. FRANCIS
Entity Type: Domestic Government Unit
23340 Cree Street NW
St. Francis, MN 55070

ISSUER:

SECURITY BANK & TRUST CO.
539 South Elm Street; P.O. Box 45
Waconia, MN 55387

1. **LETTER OF CREDIT.** Issuer establishes this Irrevocable Standby Letter of Credit (Letter of Credit) in favor of Beneficiary in the amount indicated above. Beneficiary may draw on this Letter of Credit with a Draft (or Drafts, if the maximum number of drawings is greater than one). Each Draft shall be signed on behalf of Beneficiary and be marked "Drawn under Security Bank & Trust Co. Letter of Credit No. 528 dated July 24, 2019." Drafts must be presented at Issuer's address shown above on or before the Expiration Date. The presentation of any Draft shall reduce the Amount available under this Letter of Credit by the amount of the draft.

This Letter of Credit sets forth in full the terms of Issuer's obligation to Beneficiary. This obligation cannot be modified by any reference in this Letter of Credit, or any document to which this Letter of Credit may be related.

This Letter of Credit expires on the Expiration Date.

2. **DRAWINGS.** Beneficiary shall be permitted to make multiple drawings on this Letter of Credit. The maximum number of drawings that may be made on this Letter of Credit is Multiple. "Draft" means a draft drawn at sight.

3. **DOCUMENTS.** Each Draft must be accompanied by the following, in original and two copies except as stated:

- A. The original Letter of Credit, together with any amendments.
- B. A sight draft drawn by Beneficiary on Issuer.
- C. A signed statement by Beneficiary including the following statement: Drawn under Letter of Credit #528 dated July 24, 2019.

Issuer shall be entitled to accept a draft and the documentation described above, as required by the terms of this Letter of Credit, from any person purporting to be an authorized officer or representative of Beneficiary without any obligation or duty on the part of Issuer to verify the identity or authority of the person presenting the draft and such documentation.

4. **EXPIRATION DATE.** This Letter of Credit expires at the close of business at Issuer's address at 5:00 P.M. Central Time (Time) on July 24, 2020 (Date). Issuer agrees to honor all Drafts presented in strict compliance with the provisions of this Letter of Credit on or before the Expiration Date.

5. **NON-TRANSFERABLE.** This Letter of Credit is not transferable.

6. **APPLICABLE LAW.** This Letter of Credit is governed by the Uniform Customs and Practice for Documentary Credits, 2007 Revision, International Chamber of Commerce Publication No. 600 (UCP), or any later version or amendment. This Letter of Credit is also governed by the laws of Minnesota, except as those laws conflict with the UCP.

ISSUER:

Security Bank & Trust Co.

By  Date 7-24-19
Keith Peters, Branch President

By  Date _____
Paul R. Johnson, Sr. Vice President



**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4 F

TO: Joe Kohlmann, City Administrator
FROM: Paul Teicher, Public Works Director
SUBJECT: Public Works Streets and Parks Position Appointment
DATE: October 7, 2019

OVERVIEW:

At the August 19th, 2019 Council Meeting the City Council accepted the letter of resignation of a Streets and Parks Worker due to retirement and authorized Staff to fill the vacancy. Through a 3 step interview process, staff has picked Paul Carpenter as the top candidate. Paul was offered the position on September 23, 2019, contingent upon City Council approval and successfully completing a workplace assessment, background check and medical exam.

ACTION TO BE CONSIDERED:

It is recommended that City Council make a motion to hire Paul Carpenter for the position of Streets and Parks Worker, pending test results with City policy standard requirements, and be placed at step one on the pay scale (\$22.94).

BUDGET IMPLICATION:

This is an existing budgeted position.

Attachments:

- None



**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4 G

TO: Joe Kohlmann, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: Bill List to be considered by Council
DATE: 10-07-2019

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$ 301,671.25 plus any additional bills that are handed out at council meeting.

Other Payments to be approved:

Debt service payments - None.
Direct Transfer from Previous Month-
Manual Checks- None

ACTION TO BE CONSIDERED:

Approved under consent agenda to allow Finance Director to draft checks or ACH withdrawals for the attached bill list. Please note additional bills may be handed out at the council meeting.

BUDGET IMPLICATION:

City bills

Attachments:

- 10-07-2019 Packet List
- 10-07-2019 Other Checks



10/03/2019 1:01 pm

PAYMENT BATCH AP 10-07-19

3D SPECIALTIES INC.

09/30/2019	211618	E 101-43100-226	Sign Repair Materials	SIGN SUPPLIES	1,675.59
					<u>\$1,675.59</u>

ACE SOLID WASTE, INC.

10/01/2019	5248319	E 101-42110-384	Refuse/Garbage Disposal	GARBAGE	70.14
10/01/2019	5248319	E 101-42210-384	Refuse/Garbage Disposal	GARBAGE	108.67
10/01/2019	5248319	E 101-43100-384	Refuse/Garbage Disposal	GARBAGE	46.57
10/01/2019	5248319	E 101-43100-384	Refuse/Garbage Disposal	GARBAGE	58.23
10/01/2019	5248319	E 101-43210-384	Refuse/Garbage Disposal	GARBAGE	58.81
10/01/2019	5248319	E 101-45200-384	Refuse/Garbage Disposal	GARBAGE	46.57
10/01/2019	5248319	E 101-45200-384	Refuse/Garbage Disposal	GARBAGE	58.23
10/01/2019	5248319	E 601-49440-384	Refuse/Garbage Disposal	GARBAGE	46.57
10/01/2019	5248319	E 601-49440-384	Refuse/Garbage Disposal	GARBAGE	73.16
10/01/2019	5248319	E 602-49490-384	Refuse/Garbage Disposal	GARBAGE	73.16
10/01/2019	5248319	E 602-49490-384	Refuse/Garbage Disposal	GARBAGE	46.57
10/01/2019	5248319	E 609-49750-384	Refuse/Garbage Disposal	GARBAGE	192.38
					<u>\$879.06</u>

ALEX AIR APPARATUS INC.

09/09/2019	1892	E 101-42210-218	Equipment Repair & Maintenance	REPAIRS	1,041.45
					<u>\$1,041.45</u>

ANOKA COUNTY PROPERTY RECORDS

09/23/2019	.1019	E 101-41910-441	Miscellaneous	2019 - 2ND HALF TAXES	848.23
09/23/2019	.1019	E 601-49440-441	Miscellaneous	2019 - 2ND HALF TAXES	272.58
09/23/2019	.1019	E 602-49490-441	Miscellaneous	2019 - 2ND HALF TAXES	272.58
					<u>\$1,393.39</u>

ANOKA COUNTY TREASURY DEPT.

09/18/2019	B190917P	E 101-42110-321	Telephone	BROADBAND	37.50
09/18/2019	B190917P	E 101-42210-321	Telephone	BROADBAND	37.50
09/18/2019	B190917P	E 101-43100-321	Telephone	BROADBAND	37.50
09/18/2019	B190917P	E 101-45200-321	Telephone	BROADBAND	37.50
09/18/2019	B190917P	E 601-49440-321	Telephone	BROADBAND	37.50
09/18/2019	B190917P	E 602-49490-321	Telephone	BROADBAND	37.50
					<u>\$225.00</u>

ARK TOWING AND RECOVERY

09/18/2019	90569	E 101-42110-441	Miscellaneous	1989 FORD TRUCK	214.00
09/18/2019	90874	E 101-42110-441	Miscellaneous	2002 CHEVY SILVERADO	124.00
					<u>\$338.00</u>

ASPEN MILLS

09/25/2019	244200	E 101-42110-437	Uniform Allowance	UNIFORMS	20.55
					<u>\$20.55</u>

BASTIAN WELL SERVICE, INC.

09/19/2019	.1019	E 101-41910-441	Miscellaneous	WELL SERVICES	950.00
					<u>\$950.00</u>

BELLBOY CORPORATION

09/24/2019	0080761600	E 609-49751-206	Freight and Fuel Charges	FREIGHT	18.45
09/24/2019	0080761600	E 609-49751-251	Liquor For Resale	LIQUOR	791.65
09/24/2019	0100190400	E 609-49750-210	Operating Supplies	OPERATING	132.34
09/24/2019	0100190400	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.72
09/24/2019	0100190400	E 609-49751-254	Miscellaneous Merchandise	MISC	21.00

					\$968.16
BERNICK COMPANIES, THE					
09/19/2019	121742	E 609-49751-252	Beer For Resale	BEER	1,114.35
09/19/2019	121742	E 609-49751-255	N/A Products	N/A	25.55
09/26/2019	124251	E 609-49751-254	Miscellaneous Merchandise	MISC	20.00
09/26/2019	124252	E 609-49751-252	Beer For Resale	BEER	94.20
					\$1,254.10
BREAKTHRU BEVERAGE					
09/19/2019	1081031201	E 609-49751-206	Freight and Fuel Charges	FREIGHT	47.85
09/19/2019	1081031201	E 609-49751-251	Liquor For Resale	LIQUOR	3,105.30
09/19/2019	1081031201	E 609-49751-253	Wine For Resale	WINE	48.00
09/19/2019	1081031201	E 609-49751-254	Miscellaneous Merchandise	MISC	58.59
09/20/2019	1081031620	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.95
09/20/2019	1081031620	E 609-49751-253	Wine For Resale	WINE	248.00
09/26/2019	1081034058	E 609-49751-206	Freight and Fuel Charges	FREIGHT	11.83
09/26/2019	1081034058	E 609-49751-251	Liquor For Resale	LIQUOR	458.99
09/26/2019	1081034058	E 609-49751-253	Wine For Resale	WINE	129.99
					\$4,113.50
BROTHERS FIRE PROTECTION CO					
09/10/2019	31056	E 101-42110-401	Repairs/Maint Buildings	2019 ANNUAL MONITORING	300.00
					\$300.00
CAPITOL BEVERAGE SALES, L.P					
09/23/2019	6117564	E 609-49751-252	Beer For Resale	BEER	195.00
09/23/2019	6117564	E 609-49751-254	Miscellaneous Merchandise	MISC	26.00
					\$221.00
CINTAS					
09/17/2019	4030389305	E 601-49440-311	Contract	WATER PLANT RUGS	23.04
09/17/2019	4030389309	E 601-49440-417	Uniform Clothing & PPE	UNIFORMS	5.32
09/17/2019	4030389309	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	5.32
09/17/2019	4030389316	E 609-49750-219	Rug Maintenance	RUG MAINTENANCE	11.26
09/24/2019	4030853311	E 101-42110-402	Janitorial Service	RUG MAINTENANCE	9.62
09/24/2019	4030853311	E 101-43100-402	Janitorial Service	RUG MAINTENANCE	9.62
09/24/2019	4030853311	E 101-45200-402	Janitorial Service	RUG MAINTENANCE	9.62
09/24/2019	4030853311	E 601-49440-402	Janitorial Service	RUG MAINTENANCE	9.62
09/24/2019	4030853311	E 602-49490-402	Janitorial Service	RUG MAINTENANCE	9.60
09/24/2019	4030853359	E 601-49440-417	Uniform Clothing & PPE	UNIFORMS	5.32
09/24/2019	4030853359	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	5.32
10/01/2019	4031435360	E 601-49440-417	Uniform Clothing & PPE	UNIFORMS	5.32
10/01/2019	4031435360	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	5.32
10/01/2019	4031435417	E 101-41940-219	Rug Maintenance	CITY HALL RUGS	16.16
					\$130.46
CITY EMPLOYEES UNION, LOCAL #3					
09/19/2019	.102019	G 101-21707	Union Dues	UNION DUES OCTOBER	47.00
					\$47.00
COLONIAL INSURANCE					
09/25/2019	7129661-1005625	G 101-21712	Colonial Insurance	OCTOBER INSURANCE	415.13
					\$415.13
CRYSTAL SPRINGS ICE					
09/17/2019	002.B008044	E 609-49751-254	Miscellaneous Merchandise	MISC	98.28
09/24/2019	002.B008099	E 609-49751-254	Miscellaneous Merchandise	MISC	171.18
					\$269.46
DAHLHEIMER DIST. CO. INC.					
09/22/519	129-01530	E 609-49751-252	Beer For Resale	BEER	18,553.85
09/22/519	129-01530	E 609-49751-254	Miscellaneous Merchandise	MISC	276.00
09/11/2019	892486	E 609-49751-252	Beer For Resale	BEER	(70.00)
09/18/2019	129-01459	E 609-49751-252	Beer For Resale	BEER	9,342.30
09/18/2019	129-01459	E 609-49751-255	N/A Products	N/A	54.00
					\$28,156.15
DELTA DENTAL					

09/15/2019	.0919	G 101-21711	Dental Insurance	OCTOBER INSURANCE	1,351.05
					<u>\$1,351.05</u>
DENKER, KEVIN					
09/30/2019	.1019	G 803-22000	Deposits	ESCROW REF- 6032 AMBASSAD	3,800.00
					<u>\$3,800.00</u>
ECM PUBLISHERS, INC.					
09/20/2019	725355	E 101-41400-351	Legal Notices Publishing	RESOLUTION 2019-38	145.13
09/20/2019	725356	E 101-41400-351	Legal Notices Publishing	RESOLUTION 2019-39	86.00
					<u>\$231.13</u>
ELITE SANITATION					
09/09/2019	26106	E 101-45200-402	Janitorial Service	RENTAL	678.00
					<u>\$678.00</u>
EMBEDDED SYSTEMS					
09/09/2019	343940	E 101-42110-311	Contract	REPAIRS	370.00
					<u>\$370.00</u>
EMERGENCY APARATUS MAINTENENC					
09/17/2019	108190	E 101-42210-221	Vehicle Repair & Maintenance	REPAIR	962.28
					<u>\$962.28</u>
EMERGENCY MEDICAL PRODUCTS					
09/19/2019	2101907	E 101-42210-217	Other Operating Supplies	TEST STRIPS	82.30
					<u>\$82.30</u>
EMERGENCY RESPONSE SOLUTIONS					
09/03/2019	13725	E 101-42210-221	Vehicle Repair & Maintenance	TESTING	1,544.00
					<u>\$1,544.00</u>
FERGUSON WATERWORKS					
09/05/2019	0341682	E 601-49440-229	Project Repair & Maintenance	SUPPLIES	144.43
09/13/2019	0341354	E 601-49440-229	Project Repair & Maintenance	SUPPLIES	2,390.64
09/17/2019	0340597-1	E 601-49440-229	Project Repair & Maintenance	SUPPLIES	2,380.60
					<u>\$4,915.67</u>
GOPHER STATE ONE-CALL					
09/30/2019	9090758	E 601-49440-442	Gopher State	SEPTEMBER TICKETS	35.10
09/30/2019	9090758	E 602-49490-442	Gopher State	SEPTEMBER TICKETS	35.10
					<u>\$70.20</u>
GRANITE CITY JOBBING CO.					
09/24/2019	154753	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
09/24/2019	154753	E 609-49751-254	Miscellaneous Merchandise	MISC	7.80
09/24/2019	154753	E 609-49751-256	Tobacco Products For Resale	TOBACCO	1,979.27
					<u>\$1,991.32</u>
HACH COMPANY					
09/04/2019	11624249	E 602-49490-235	Lab Supplies	FILTER	224.08
					<u>\$224.08</u>
HOISINGTON KOEGLER GROUP, INC					
09/15/2019	018-041-12	E 101-41910-307	Comp Plan/Wetland Fees	COMPREHENSIVE PLANNING	1,458.75
09/15/2019	018-041-12	E 101-41910-311	Contract	GENERAL PLANNING	2,044.22
09/15/2019	018-041-12	G 803-22043	Esc-Laketown Homes	ESC - LAKETOWN HOMES	1,743.75
09/15/2019	018-041-12	G 803-22160	ESC-SCHULTE SUBDIVISION	ESC - SCHULTE SUBDIVISION	581.25
09/15/2019	018-041-12	G 803-22163	ESC-ANDERSON-LOT SPLIT	ESC - ANDERSON - LOT SPLIT	150.00
09/15/2019	018-041-12	G 803-22165	WIRZ SWISS LANDING-ESC	SWISS LANDING	1,036.67
09/15/2019	018-041-12	G 803-22167	ESC-ASPER VARIANCE 910 2361	ASPER VARIANCE	281.25
					<u>\$7,295.89</u>
INNOVATIVE OFFICE SOLUTIONS, L					
09/12/2019	IN2667895	E 101-41400-200	Office Supplies	OFFICE SUPPLIES	104.78
09/17/2019	IN2673231	E 101-42110-200	Office Supplies	OFFICE SUPPLIES	113.46
09/17/2019	IN2673231	E 101-43100-200	Office Supplies	OFFICE SUPPLIES	26.65
09/25/2019	IN2685703	E 101-42110-200	Office Supplies	OFFICE SUPPLIES	65.21

09/26/2019	IN2688454	E 101-41400-200	Office Supplies	OFFICE SUPPLIES	317.05
					<u>\$627.15</u>

ISD #15					
08/31/2017	3310	E 101-42210-221	Vehicle Repair & Maintenance	1993 SPARTAN	390.36
08/31/2017	3311	E 101-42210-221	Vehicle Repair & Maintenance	2004 FORD PICKUP	43.13
08/31/2017	3312	E 101-42210-221	Vehicle Repair & Maintenance	2016 FREIGHTLINER	351.15
01/24/2018	3536	E 101-43100-221	Vehicle Repair & Maintenance	HYDRAULIC OIL	74.50
09/17/2018	3923	E 101-42210-221	Vehicle Repair & Maintenance	1993 SPARTAN	439.01
09/17/2018	3932	E 101-42210-221	Vehicle Repair & Maintenance	2004 FORD PICKUP SUPER DUT	97.69
09/18/2019	4473	E 602-49490-228	Equipment Maintenance	2004 CUMMINS GENSET	253.10
09/18/2019	4475	E 101-42110-221	Vehicle Repair & Maintenance	2019 DODGE CHARGER	44.03
09/18/2019	4476	E 101-42110-221	Vehicle Repair & Maintenance	2018 DODGE CHARGER	123.13
09/18/2019	4477	E 101-43100-218	Equipment Repair & Maintenance	2007 BELLOWS	264.62
					<u>\$2,080.72</u>

JOHNSON BROS WHLSE LIQUOR					
09/16/2019	567416	E 609-49751-251	Liquor For Resale	LIQUOR	(39.08)
09/16/2019	567416	E 609-49751-253	Wine For Resale	WINE	(121.18)
09/18/2019	1389437	E 609-49751-206	Freight and Fuel Charges	FREIGHT	25.12
09/18/2019	1389437	E 609-49751-251	Liquor For Resale	LIQUOR	1,834.10
09/18/2019	1389438	E 609-49751-206	Freight and Fuel Charges	FREIGHT	14.13
09/18/2019	1389438	E 609-49751-253	Wine For Resale	WINE	540.50
09/25/2019	1395099	E 609-49751-206	Freight and Fuel Charges	FREIGHT	124.02
09/25/2019	1395099	E 609-49751-251	Liquor For Resale	LIQUOR	6,567.76
09/25/2019	1395100	E 609-49751-206	Freight and Fuel Charges	FREIGHT	45.53
09/25/2019	1395100	E 609-49751-253	Wine For Resale	WINE	1,569.20
					<u>\$10,560.10</u>

JOHNSON, RICHARD					
10/03/2019	.1019	E 101-41110-441	Miscellaneous	FUEL REIMBURSEMENT	15.82
					<u>\$15.82</u>

KIMS KLEANING					
09/23/2019	6124	E 101-42210-401	Repairs/Maint Buildings	REPLACE CEILING TILE	200.00
09/30/2019	6130	E 101-41940-402	Janitorial Service	CITY HALL - SEPT	150.00
09/30/2019	6131	E 101-45000-402	Janitorial Service	COMMUNITY CENTER - SEPT	100.00
09/30/2019	6132	E 101-43100-402	Janitorial Service	PUBLIC WORKS - SEPT	190.00
09/30/2019	6132	E 101-45200-402	Janitorial Service	PUBLIC WORKS - SEPT	190.00
09/30/2019	6132	E 601-49440-402	Janitorial Service	PUBLIC WORKS - SEPT	190.00
09/30/2019	6132	E 602-49490-402	Janitorial Service	PUBLIC WORKS - SEPT	190.00
09/30/2019	6133	E 601-49440-402	Janitorial Service	WATER TREATMENT PLANT - SE	200.00
09/30/2019	6134	E 101-42110-402	Janitorial Service	POLICE DEPT - SEPT	900.00
09/30/2019	6135	E 602-49490-402	Janitorial Service	WASTE WATER PLANT - SEPT	220.00
09/30/2019	6136	E 101-42210-402	Janitorial Service	FIRE DEPT - SEPT	75.00
09/30/2019	6136.	E 101-45200-402	Janitorial Service	PUBLIC WORKS - SEPT	25.00
09/30/2019	6136.	E 601-49440-402	Janitorial Service	PUBLIC WORKS - SEPT	25.00
09/30/2019	6136.	E 602-49490-402	Janitorial Service	PUBLIC WORKS - SEPT	25.00
					<u>\$2,680.00</u>

KWIK TRIP					
09/30/2019	.1019	G 601-22000	Deposits	REFUND DEPOSIT ON METER FI	800.00
					<u>\$800.00</u>

LAW ENFORCEMENT LABOR SVCS.					
09/19/2019	.1019	G 101-21707	Union Dues	POLICE DUES - OCTOBER	459.00
09/19/2019	.102019	G 101-21707	Union Dues	SARGEANT DUES - OCTOBER	51.00
					<u>\$510.00</u>

LEE, STACY					
09/23/2019	.1019	G 803-22000	Deposits	ESCROW REF 23330 TAMARACI	1,500.00
					<u>\$1,500.00</u>

LITIN PAPER					
09/30/2019	5151199	E 101-43210-441	Miscellaneous	SUPPLIES	92.48
					<u>\$92.48</u>

LMC INSURANCE TRUST					
09/17/2019	.1019	E 101-41400-160	Work Comp Insurance	WORK COMP	417.25

09/17/2019	.1019	E 101-41410-160	Work Comp Insurance	WORK COMP	0.00
09/17/2019	.1019	E 101-41500-160	Work Comp Insurance	WORK COMP	290.75
09/17/2019	.1019	E 101-41910-160	Work Comp Insurance	WORK COMP	233.75
09/17/2019	.1019	E 101-42110-160	Work Comp Insurance	WORK COMP	11,458.50
09/17/2019	.1019	E 101-42210-160	Work Comp Insurance	WORK COMP	5,207.25
09/17/2019	.1019	E 101-42400-160	Work Comp Insurance	WORK COMP	128.50
09/17/2019	.1019	E 101-43100-160	Work Comp Insurance	WORK COMP	4,273.75
09/17/2019	.1019	E 101-43210-160	Work Comp Insurance	WORK COMP	330.00
09/17/2019	.1019	E 101-45200-160	Work Comp Insurance	WORK COMP	1,551.75
09/17/2019	.1019	E 601-49440-160	Work Comp Insurance	WORK COMP	1,545.50
09/17/2019	.1019	E 602-49490-160	Work Comp Insurance	WORK COMP	1,850.50
09/17/2019	.1019	E 609-49750-160	Work Comp Insurance	WORK COMP	1,954.50
					\$29,242.00

LUPULIN BREWING

09/11/2019	23585	E 609-49751-252	Beer For Resale	BEER	115.00
					\$115.00

MCDONALD DIST CO.

09/17/2019	504827	E 609-49751-252	Beer For Resale	BEER	1,692.00
09/17/2019	507555	E 609-49751-252	Beer For Resale	BEER	4,342.15
09/17/2019	507555	E 609-49751-255	N/A Products	N/A	46.60
09/24/2019	251-0158	E 609-49751-252	Beer For Resale	BEER	(20.03)
09/24/2019	508485	E 609-49751-252	Beer For Resale	BEER	4,434.80
09/24/2019	508485	E 609-49751-255	N/A Products	N/A	178.00
09/24/2019	508492	E 609-49751-252	Beer For Resale	BEER	(24.00)
					\$10,649.52

METRO WEST INSPECTIONS SERVICE

08/27/2019	2126	E 101-42400-311	Contract	Inspection services	19,022.39
					\$19,022.39

MN DEPT OF COMMERCE

09/30/2019	.1019	E 101-41500-441	Miscellaneous	UNCLAIMED PROPERTY	409.02
					\$409.02

MN FIRE CERTIFICATION BOARD

09/24/2019	7219	E 101-42210-208	Training and Instruction	RECERTIFICATION	375.00
					\$375.00

MN NCPERS LIFE INSURANCE

09/13/2019	.102019	G 101-21713	MN Life	OCTOBER INSURANCE	80.00
					\$80.00

MUNICIPAL CODE CORPORATION

09/26/2019	00333451	E 101-41400-311	Contract	SUPPLEMENTAL PAGES	2,506.30
					\$2,506.30

MY ALARM CENTER

10/01/2019	12806123	E 609-49750-445	Security	LIQUOR STORE ALARM	78.30
					\$78.30

NORTH METRO TREE SERVICE INC.

09/08/2019	.102019	E 101-43100-311	Contract	TREE REMOVAL	1,930.00
09/12/2019	.1012019	E 101-43100-311	Contract	TREE REMOVAL	2,040.00
09/13/2019	.1022019	E 101-43100-311	Contract	TREE REMOVAL	775.00
10/02/2019	.1019	E 101-45200-311	Contract	CONTRACT	2,450.00
					\$7,195.00

NORTHERN AIR CORPORATION

09/19/2019	164280	E 101-42210-401	Repairs/Maint Buildings	FURNACE REPAIR	608.00
10/01/2019	164589	E 101-41940-401	Repairs/Maint Buildings	OCT BI-ANNUAL PM	342.00
10/01/2019	164589	E 101-42110-401	Repairs/Maint Buildings	OCT BI-ANNUAL PM	342.00
10/01/2019	164589	E 101-42210-401	Repairs/Maint Buildings	OCT BI-ANNUAL PM	342.00
10/01/2019	164589	E 101-43100-401	Repairs/Maint Buildings	OCT BI-ANNUAL PM	342.00
10/01/2019	164589	E 101-45200-401	Repairs/Maint Buildings	OCT BI-ANNUAL PM	342.00
10/01/2019	164589	E 601-49440-401	Repairs/Maint Buildings	OCT BI-ANNUAL PM	342.00
10/01/2019	164589	E 602-49490-401	Repairs/Maint Buildings	OCT BI-ANNUAL PM	342.00
10/01/2019	164589	E 609-49750-401	Repairs/Maint Buildings	OCT BI-ANNUAL PM	342.00

					\$3,344.00
OPUS 21					
09/27/2019	190839	E 601-49440-382	Utility Billing	UTILITY BILLING	1,276.69
09/27/2019	190839	E 602-49490-382	Utility Billing	UTILITY BILLING	1,276.70
					\$2,553.39
PACE ANALYTICAL SERVICES					
09/17/2019	1912010820	E 602-49490-313	Sample Testing	TESTING	197.50
09/17/2019	1912010838	E 602-49490-313	Sample Testing	TESTING	108.00
					\$305.50
PAUSTIS WINE COMPANY					
09/16/2019	63849	E 609-49751-206	Freight and Fuel Charges	FREIGHT	10.50
09/16/2019	63849	E 609-49751-253	Wine For Resale	WINE	672.00
					\$682.50
PHILLIPS WINE & SPIRITS CO.					
09/18/2019	2624427	E 609-49751-206	Freight and Fuel Charges	FREIGHT	37.02
09/18/2019	2624427	E 609-49751-251	Liquor For Resale	LIQUOR	2,792.82
09/18/2019	2624428	E 609-49751-206	Freight and Fuel Charges	FREIGHT	12.56
09/18/2019	2624428	E 609-49751-253	Wine For Resale	WINE	604.00
09/25/2019	2628514	E 609-49751-206	Freight and Fuel Charges	FREIGHT	101.52
09/25/2019	2628514	E 609-49751-251	Liquor For Resale	LIQUOR	4,746.90
09/25/2019	2628515	E 609-49751-206	Freight and Fuel Charges	FREIGHT	13.34
09/25/2019	2628515	E 609-49751-253	Wine For Resale	WINE	360.75
					\$8,668.91
RITEWAY BUSINESS FORMS					
09/19/2019	19-32981	E 101-41400-200	Office Supplies	CHECKS	73.11
09/19/2019	19-32981	E 601-49440-200	Office Supplies	CHECKS	73.11
09/19/2019	19-32981	E 602-49490-200	Office Supplies	CHECKS	73.11
09/19/2019	19-32981	E 609-49750-200	Office Supplies	CHECKS	73.13
					\$292.46
ROYAL SUPPLY					
09/26/2019	26797	E 101-41940-210	Operating Supplies	SUPPLIES	10.61
09/26/2019	26797	E 101-42110-217	Other Operating Supplies	SUPPLIES	42.46
09/26/2019	26797	E 101-43100-217	Other Operating Supplies	SUPPLIES	21.23
09/26/2019	26797	E 101-45200-217	Other Operating Supplies	SUPPLIES	21.23
09/26/2019	26797	E 601-49440-217	Other Operating Supplies	SUPPLIES	21.23
09/26/2019	26797	E 602-49490-217	Other Operating Supplies	SUPPLIES	21.24
					\$138.00
SOUTHERN GLAZERS OF MN					
09/19/2019	1868036	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.39
09/19/2019	1868037	E 609-49751-206	Freight and Fuel Charges	FREIGHT	19.20
09/19/2019	1868037	E 609-49751-251	Liquor For Resale	LIQUOR	1,801.35
09/19/2019	1868038	E 609-49751-206	Freight and Fuel Charges	FREIGHT	6.40
09/19/2019	1868038	E 609-49751-253	Wine For Resale	WINE	210.00
09/26/2019	1870888	E 609-49751-206	Freight and Fuel Charges	FREIGHT	8.96
09/26/2019	1870888	E 609-49751-251	Liquor For Resale	LIQUOR	652.40
09/26/2019	1870889	E 609-49751-206	Freight and Fuel Charges	FREIGHT	17.06
09/26/2019	1870889	E 609-49751-253	Wine For Resale	WINE	682.00
					\$3,398.76
SUN LIFE FINANCIAL					
09/18/2019	.1019	E 101-41400-130	Employer Paid Insurance	INSURANCE	287.11
09/18/2019	.1019	E 101-41500-130	Employer Paid Insurance	INSURANCE	150.89
09/18/2019	.1019	E 101-41910-130	Employer Paid Insurance	INSURANCE	82.83
09/18/2019	.1019	E 101-42110-130	Employer Paid Insurance	INSURANCE	972.72
09/18/2019	.1019	E 101-42400-130	Employer Paid Insurance	INSURANCE	75.54
09/18/2019	.1019	E 101-43100-130	Employer Paid Insurance	INSURANCE	179.69
09/18/2019	.1019	E 101-43210-130	Employer Paid Insurance	INSURANCE	39.92
09/18/2019	.1019	E 101-45200-130	Employer Paid Insurance	INSURANCE	179.69
09/18/2019	.1019	E 601-49440-130	Employer Paid Insurance	INSURANCE	127.91
09/18/2019	.1019	E 602-49490-130	Employer Paid Insurance	INSURANCE	127.90
09/18/2019	.1019	E 609-49750-130	Employer Paid Insurance	INSURANCE	141.52

					\$2,365.72
SYNOVIA SOLUTIONS					
09/17/2019	122650	E 101-43100-311	Contract	LEASE ON GPS	45.79
09/17/2019	122650	E 101-45200-311	Contract	LEASE ON GPS	45.79
09/17/2019	122650	E 601-49440-311	Contract	LEASE ON GPS	45.79
09/17/2019	122650	E 602-49490-311	Contract	LEASE ON GPS	45.82
					\$183.19

TJ ASSOCIATES					
09/16/2019	231659	E 101-41400-200	Office Supplies	#10 WINDOW ENVELOPES	84.50
					\$84.50

TOWMASTER					
09/25/2019	420354	E 402-43100-551	Dump Truck	SNOW REMOVAL VEHICLE	124,480.00
					\$124,480.00

VINOCOPIA, INC.					
09/20/2019	0241108-IN	E 609-49751-206	Freight and Fuel Charges	FREIGHT	16.50
09/20/2019	0241108-IN	E 609-49751-251	Liquor For Resale	LIQUOR	81.10
09/20/2019	0241108-IN	E 609-49751-253	Wine For Resale	WINE	504.00
09/20/2019	0241108-IN	E 609-49751-254	Miscellaneous Merchandise	MISC.	120.00
					\$721.60

FUND SUMMARY					\$301,671.25
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101 GENERAL FUND	\$78,013.31
402 CAPITAL EQUIPMENT	\$124,480.00
601 WATER FUND	\$10,076.43
602 SEWER FUND	\$5,445.42
609 LIQUOR FUND	\$74,563.17
803 ESCROW	\$9,092.92
Total	301,671.25

Checks cut since last Council Meeting

TOTAL	801.22
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Payee	Description	Amount
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Disbursements via Debits to Checking Account

TOTAL	0.00
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City of St. Francis City Council Agenda Item
Executive Summary

- Title of Item:* **910 236th Ave NW Variance Requests** – A request from Gary & Linda Asper to construct a detached accessory structure in the rear yard of the property located at 910 236th Ave NW.
- Meeting Date:* 10-7-19
- Staff Reporting:* Beth Richmond, City Planner
- Summary:* The applicants are seeking two variances associated with the construction of a detached accessory structure in the rear yard of their property. The applicants are requesting a size variance to allow a 1,500 sq. ft. pole barn on a 2.45-acre lot. The applicants are also requesting a height variance to construct the pole barn with a sidewall height of 13 feet.
- The Planning Commission reviewed this concept plan on September 18, 2019. No members of the public were present to speak for or against the requests. At that meeting, the Commissioners discussed a number of items related to the variance requests including the size of the existing surrounding lots to better understand the neighborhood character and the need to maintain a second septic site on the property in the event that the existing site fails. The detached accessory structure must not obstruct the second septic site.
- Recommendations:* The Planning Commission unanimously recommended approval of the requested size and height variances to allow the construction of a pole barn with an area of 1,500 sq. ft. and a sidewall height of 13 feet on the property located at 910 236th Ave NW.
- A draft resolution has been prepared for Council's review.
- Suggested Motion:*
1. "Move to approve the size variance allowing a total detached accessory structure area of 1,500 square feet and the height variance allowing a detached accessory structure with a sidewall height of 13 feet on the property located at 910 236th Ave NW with the conditions and findings of fact as presented by Staff."
- List of Attachments:* A) Draft Resolution
B) 9/18/19 Planning Commission Packet

**CITY OF ST. FRANCIS
ST. FRANCIS, MN
ANOKA COUNTY**

RESOLUTION 2019-45

**A RESOLUTION APPROVING VARIANCES FROM SECTION 10-18-6A.2.b OF THE
ST. FRANCIS CITY CODE FOR 910 236th AVENUE NW**

WHEREAS, on August 14, 2019, Gary and Lisa Asper applied for size and height variances for the property legally described as PID 35-34-24-11-0012; and

WHEREAS, the property is generally located at 910 236th Ave NW; and

WHEREAS, the applicants are proposing to construct a detached pole barn with an area of 1,500 sq. ft. and a sidewall height of 13 feet in the rear of the property; and

WHEREAS, on September 18, 2019, after published and mailed notice in accordance with Minnesota Statutes and the City Code, the Planning Commission held a public hearing, at which time all persons desiring to be heard concerning this application were given the opportunity to speak thereon; and

WHEREAS, on September 18, 2019, the Planning Commission unanimously recommended approval of the requested variances; and

WHEREAS, the City Council of the City of St. Francis on October 7, 2019, considered the requested variances and how they might affect public health, safety, or welfare and found that the project will not negatively impact the public health, safety, or welfare.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of St. Francis hereby approves the requested variances as described above based on the following findings of fact concerning this property and subject to the following conditions:

ANALYSIS

1. The analysis contained within staff memos and the exhibits attached to the aforesaid memos, all minute from the above mentioned meetings, and any and all other materials distributed at these meetings are hereby incorporated by reference.
2. The subject property is guided Rural Residential and zoned Rural Residential. Single-family residences are permitted in this zoning district.
3. The applicant has requested the following variances:
 - a. Size variance allowing a total detached accessory structure area of 1,500 sq. ft. on the property.
 - b. Height variance allowing an accessory structure with a sidewall height of 13 feet.

FINDINGS OF FACT

1. The requested variances are in harmony with the general purposes and intent of the zoning ordinance.
2. The requested variances are consistent with the comprehensive plan. The property is being used as a residential use, which is consistent with the guidance provided by the comprehensive plan.
3. The applicants are proposing to use the property in a reasonable manner that is a permitted accessory use in the RR district.
4. The applicant has established a practical difficulty for the site which is unique to the property and not created by the landowner. The lot is undersized for a lot in the Rural Residential zoning district.
5. The proposed variances will not alter the essential character of the surrounding neighborhood. Several similar detached accessory structures exist in the neighborhood. The proposed structure will be located out of sight of the public street.

CONDITIONS

1. There shall be one accessory structure on the property. The existing chicken coop shall be removed.
2. A certificate of survey shall be provided demonstrating that the proposed structure will not be located within the secondary septic site on the property.
3. The exterior color of the accessory structure shall match the color of the principal structure.
4. The roof pitch of the proposed accessory structure shall match the roof pitch of the existing home.
5. All windows and doors on the accessory structure shall be of the same proportion and type as on the existing home.
6. The overhang depth for the accessory structure shall match the overhang depth on the existing home.
7. Accessory structure shall not be located closer than 30 feet from the edge of a wetland.
8. Applicant shall be responsible for obtaining all required permits from county, state, and federal agencies.

9. Applicant shall be responsible for payment of all fees associated with the variance applications prior to the release of the resolution for recording by the City.
10. Applicant shall record all resolutions with Anoka County.

Approved and adopted by the City Council of the City of St. Francis on the 7th day of October, 2019.

Steven D. Feldman, Mayor

Attest: Barbara I. Held, City Clerk

Date

City of St. Francis Planning Commission Agenda Item
Executive Summary

Title of Item: **910 236th Ave NW Variance Requests:** A request from Gary & Lisa Asper to construct a detached accessory structure in the rear yard of the property located at 910 236th Ave NW.

Meeting Date: 09-18-19

Staff Reporting: Beth Richmond, City Planner

Summary: The applicants are seeking two variances associated with the construction of a detached accessory structure in the rear yard of their property. The applicants are requesting a size variance to allow a 1,500 square foot pole barn on a 2.45-acre lot. The applicants are also requesting a height variance to construct the pole barn with a sidewall of 13 feet.

A public hearing notice was sent to all affected property owners located within 350 feet of the subject property and published in the Anoka County Union Herald.

List of Attachments: A) Staff Report
B) Applicant's Submittals

City of St. Francis Planning Department
910 236th Ave NW Variance Requests Review

To: Planning Commission
From: Beth Richmond, City Planner
Meeting Date: 09-18-19
Applicant(s): Gary & Lisa Asper
Location: 910 236th Ave NW

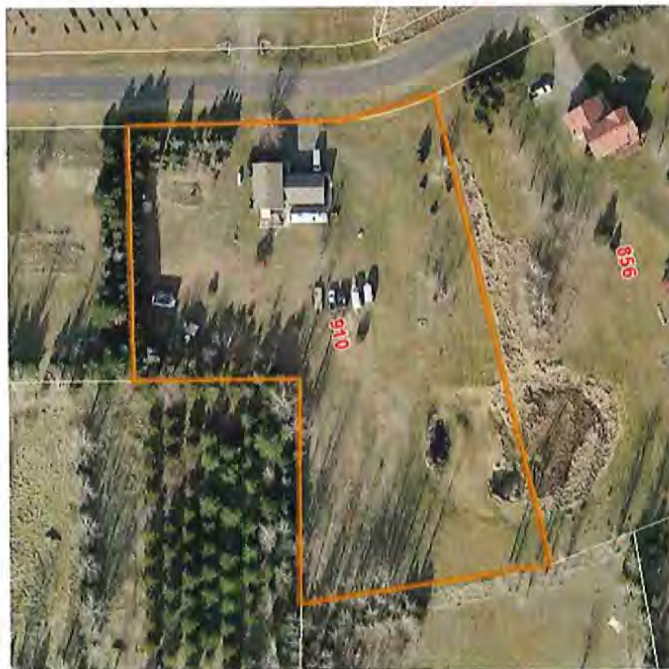
Introductory Information

Request: The applicants are requesting to construct a 1,500 square foot pole barn on the property located at 910 236th Ave NW to be used to house an RV and other recreational vehicles. This proposal includes two variance requests:

1. A request to construct a 1,500 sq. ft. pole barn on a 2.45-acre lot.
2. A request to construct a pole barn taller than the maximum allowable sidewall height of 12 ft.

Existing Site Character:

There is an existing single-family residence on the site. The site is relatively flat. Trees surround the property's western boundary. There is a possible wetland in the southeast corner of the site.



Site Data:	• <i>Existing Zoning</i> – RR Rural Residential • <i>Land Use Guidance</i> – Rural Residential • <i>Acres</i> – 2.45 acres • <i>Property Identification Number (PID)</i> – 35-34-24-11-0012
Application Review	
Review Criteria:	A variance shall not be approved unless all of the following criteria have been met: A. A variance shall only be granted when it is in harmony with the general purposes and intent of the ordinance. B. A variance shall only be granted when it is consistent with the comprehensive plan. C. A variance may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the zoning ordinance. Economic considerations alone do not constitute a practical difficulty. In order for a practical difficulty to be established, all of the following criteria shall be met: 1. The property owner proposes to use the property in a reasonable manner. In determining if the property owner proposes to use the property in a reasonable manner, the board shall consider, among other factors, whether the variance requested is the minimum variance which would alleviate the practical difficulty and whether the variance confers upon the applicant any special privileges that are denied to the owners of other lands, structures, or buildings in the same district. 2. The plight of the landowner is due to circumstances unique to the property not created by the landowner. 3. That the granting of the variance will not alter the essential character of the neighborhood in which the parcel of land is located. D. The variance does not involve a use that is not allowed within the respective zoning district.
Land Use:	• The site is guided for Rural Residential use by the 2030 Comprehensive Plan. This land use designation is meant for larger lot (2-5 acre) single-family residential uses.

Zoning:

Dimensional Standards:

- The lot is currently used as a single-family residence, in conformance with the Comprehensive Plan's land use guidance.
- The property is zoned RR Rural Residential.
- The property is used as a detached single-family residence, which is a permitted use in this zoning district.
- The home is served by private well and septic.
- The required lot dimensions for a lot in the RR district are listed below:

	RR District	Existing Lot
Lot Area	2.5 acres	2.45 acres
Lot Frontage	250 ft.	275 ft.

- The lot is 2.45 acres in area which is less than the 2.5 acres per lot required in the RR district. Therefore, the lot is a legally nonconforming, undersized in the RR district.

ACCESSORY STRUCTURE:

Dimensional Standards:

- The dimensional standards for accessory structures are listed below:

	Standard: 1-2.5 acre lot	Standard: 2.5-5 acre lot	Proposed
Total sq. footage	1,200 SF	1,500 SF	1,500 SF
Max. number of buildings	1	2	1
Pole buildings allowed?	Yes	Yes	Pole building
Max. sidewall height	12 ft.	14 ft.	13 ft.
Setback: Side and Rear	25 ft. from side and rear property lines	25 ft. from side and rear property lines	East: 95 ft. West: 150 ft. SW: 48 ft.
Setback: Front	No closer than principal structure	No closer than principal structure	60 ft. behind existing house

- The applicant is proposing to construct one pole barn on the site to house an RV and additional recreational vehicles. There is currently a chicken coop on the property, but that is planned to be

Total Square Footage:	removed when the new structure is constructed. The removal of the chicken coop will be required as a condition of approval. • There is an existing 8x8 chicken coop on the property • Applicant is proposing a 1,500 SF accessory structure • Together, these structures would result in a total accessory square footage of 1,564 sq. ft. • For lots between 1 and 2.5 acres, only 1,200 sq. ft. of accessory structure area is allowed. • Therefore, the applicant is requesting a variance to allow 1,500 sq. ft. of total accessory structure area on the property. • This request is consistent with the accessory structure square footage that is allowed for lots with areas between 2.5 and 5 acres. • Because the property is undersized for a RR lot, and because RR lots are required to be 2.5 acres in area, Staff finds the variance request to allow 1,500 sq. ft. in total accessory structure area to be reasonable • The chicken coop will be required to be removed as a condition of approval.
Setbacks:	• Applicant is proposing to construct the accessory structure behind the existing house. • The proposed structure is located more than 25' from the side and rear property lines, meeting the required setbacks for accessory structures in the rural service area. • Structure is proposed to be located roughly 60' behind the existing house, 95' and 150' respectively from the east and west side property lines, and 48' from the western rear/side property line.
Structure Height:	• The maximum sidewall height allowed for lots 1 to 2.5 acres in size is 12 feet. • Applicant is proposing a sidewall height between 12'9" and 13 feet. • 13 feet meets the height requirement for 2.5 to 5 acre lots (14 feet). Again, due to the fact that the lot is undersized for a RR lot, Staff finds the height request to allow a maximum sidewall height of 13' to be reasonable.
Landscaping and Screening:	• The site is screened from abutting neighbors by existing vegetation on the property. • There are existing mature trees and a fence along the western edge of the site, screening the proposed structure from the neighbors to the west.
Neighborhood	• Several lots within this neighborhood have accessory structures

Character:	similar to the one proposed. • The creation of an accessory pole barn on the property will not alter the character of the neighborhood. • The construction of the proposed structure will allow vehicles that are currently stored in the rear yard of the property to be stored in an enclosed area.
Building Exterior	• Exterior of the accessory structure is required to be similar in appearance to the principal structure (Code 10-18-5). • Applicants are proposing to create a pole barn matching the color of the principal structure. • As a condition of approval, the roof pitch of the proposed accessory structure shall be the same as the roof pitch of the existing home. • All windows and doors on the accessory structure shall be of the same proportion and type as on the existing home. • The overhang depth for the accessory structure shall be the same as the existing home.
Grading	• No grading is planned on the site.
Wetlands:	• One existing wetland appears to be located in the southeastern portion of the site. • Proposed structure will not be located near the possible wetland area.
	

Conclusion	
	The applicant is seeking approval of the following variance requests: 1. Size variance allowing a total accessory structure square footage of 1,500 sq. ft. on the property. 2. Height variance allowing an accessory structure with a sidewall height of 13 feet. The 60-day review deadline for this application expires on October 13, 2019.
Staff Recommendation:	Subject to the conditions (pg. 7) and findings of fact (pg. 6) listed below, Staff recommends: • Approval of the size variance • Approval of the height variance
Suggested Findings of Fact	1. The requested variances are in harmony with the general purposes and intent of the zoning ordinance. 2. The requested variances are consistent with the comprehensive plan. 3. The applicants are proposing to use the property in a reasonable manner that is a permitted accessory use in the RR district. 4. The applicant has established a practical difficulty for the site (lot is undersized) which is unique to the property and not created by the landowner. 5. The proposed variances will not alter the essential character of the surrounding neighborhood.
Suggested Conditions	1. There shall be one accessory structure on the property. The existing chicken coop shall be removed. 2. The exterior color of the accessory structure shall match the color of the principal structure. 3. The roof pitch of the proposed accessory structure shall match the roof pitch of the existing home. 4. All windows and doors on the accessory structure shall be of the same proportion and type as on the existing home. 5. The overhang depth for the accessory structure shall match the overhang depth on the existing home. 6. Accessory structure shall not be located closer than 30 feet from the edge of a wetland. 7. Applicant shall be responsible for obtaining all required permits from county, state, and federal agencies. 8. Applicant shall be responsible for payment of all fees associated

	with the variance applications. 9. Applicant shall record all resolutions with Anoka County. 10. Additional conditions as identified by Staff, the Planning Commission, and the City Council through the development review process.
<i>Commission Options</i>	The Planning Commission has the following options: A) RECOMMEND APPROVAL with conditions and findings of fact as presented by Staff. B) RECOMMEND DENIAL with findings of fact. C) TABLE THE APPLICATION and request additional information
<i>Suggested Motion</i>	“Move to recommend approval of a size variance allowing a total accessory structure square footage of 1,500 sq. ft. and a height variance allowing an accessory structure with a sidewall height of 13 feet on the property located at 910 236th Ave NW with the conditions and findings of fact presented by Staff.”



Application Date:	
Fee: \$350	Escrow: \$1500

VARIANCE APPLICATION

PROPERTY INFORMATION If multiple properties, attach separate sheet	PARCEL ID #: 35-34-24-11-0012	COMP PLAN FUTURE LAND USE:	
	LEGAL DESCRIPTION: Lot 3 Block 2 MUNALE ESTATES	ZONING DISTRICT: R3-Med. Density Rural Residential	
	LOT SIZE: 2.45		
	PROJECT ADDRESS: 910. 236 th AVE NW		
OWNER INFORMATION	NAME: GARY AND LISA ASPER		
	ADDRESS: 910 236 th AVE NW		
	CITY: ST. FRANCIS	STATE: MN	ZIP: 55070
	PHONE: 763-238-7450	EMAIL: LASPER96MSN.COM	
APPLICANT If different than owner	NAME:	PHONE:	
DESCRIPTION OF REQUEST	Requesting to build a pole barn in our backyard to store an RV and other recreational vehicles. We want to build a Pole Barn the following size: 32 x 46.875 x 14ft 10 in Wall (1500 Square feet)		

Submittal Materials

The following materials must be submitted with your application in order to be considered complete. A complete application must be made no later than the deadline for the Planning Commission meeting for which you wish to be heard. If you have any questions or concerns regarding the necessary materials, please contact the Community Development Department.

APPLICATION SUBMISSION MATERIALS

Site Plan: A scalable site plan, no larger than 11"x17", must be submitted which demonstrates the following:

- ☐ Property dimensions —
- ☐ Grading plan — NONE needed
- ☐ Landscaping, including location of significant trees and/or woodlands — N/A
- ☐ Location of utilities ✓
- ☐ Location of existing and proposed buildings (including total square footage, footprint and dimensions to lot lines) —
- ☐ Location of existing and proposed curb cuts, driveways and access roads
- ☐ Existing and proposed parking, off-street loading areas (if applicable) —
- ☐ Easements (if applicable) —
- ☐ Sidewalks and trails

COPIES: 1 hard copy full scale 11" x 17" or 8 1/2" x 11" format and one electronic copy. Additional sizes and copies may be requested and required by the City for application completion.

Statement acknowledging that you have contacted the other governmental agencies such as Watershed Districts, County departments, State agencies, or others that may have authority over your property for approvals and necessary permits.
Names, addresses, and signatures of ALL owner(s), and any other person having legal interest, of the property.
Variance application form completed
Variance Questionnaire Answers
Paid application fee and escrow

MATERIALS THAT MAY BE REQUIRED UPON THE REQUEST OF THE CITY PLANNER

Survey of the property: A certified land survey is required if the variance extends within five (5) feet of the property line. An official survey, by a licensed surveyor, must be submitted with the application. The survey shall be scalable and in an 11" x 17" or 8 1/2" x 11" format.
Electronic copy of all submittal documents
Any other information which may be deemed necessary to make proper decision

Application fees and expenses: by signing this application form, the applicant agrees 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 approve a special assessment for which the property owner specifically agrees to be assessed for 100 percent per annum and waives any and all appeals under Minnesota Statutes 429.081 as amended. All fees and expenses are due whether the application is approved or denied or withdrawn. Escrow fees collected at the time of application may not cover actual expenses, any additional fees will be billed.

Review and Recommendation of the Planning Commission. The Planning Commission shall consider oral or written statements from the applicant, the public, City Staff, or its own members. It may question the applicant and may recommend approval, denial, or continue the application.

Review and Decision by the City Council. The City Council shall review the application after the Planning Commission has made its recommendation. The City Council makes a final determination to either approve or deny the application. Upon receiving a final determination from City Council, and before any permits are used, the resolution shall be recorded by the County.

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 it 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.

We, the undersigned, have read and understand the above.



Signature of Applicant

8/15/19 

Date

Signature of Applicant

8-13-19

Date

Signature of Owner (If different than Applicant) Date

QUESTIONNAIRE – COMPLETION REQUIRED

Please attach answers on separate sheet of paper.

The ordinance requires that the conditions below must be satisfied in order for the variance to potentially be approved. On a separate page, explain in detail how your request conforms to the each of these requirements. Be specific when addressing these items, the Commission must establish findings which support the application as it relates to each of the following:

Section A.

1. Existing use of the property
2. Description of the situation in which necessitates the request for the variance
3. Describe any physical or hydraulic impacts this project will have on water resources. Will the project involve the alteration of any surface water?
4. 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 measure will be used to minimize erosion.
5. Is this project in proximity to designated parks, trails, recreation areas, wildlife preserves or other unique resources?
6. Provide any additional information that would be helpful for the Planning Commission when reviewing this application.

Section B.

7. What is the effect of the proposed variance upon the health, safety and welfare or the community?
8. How is the request in harmony with the general purposes and intent of the Zoning Ordinance?
9. How is the request consistent with the Comprehensive Plan?
10. The applicant establishes that there are practical difficulties in complying with the Zoning Ordinance. Explain how:
 - a. The proposed use is permitted in the zoning district in which the land is located. A variance can be requested for dimensional items.
 - b. The plight of the landowner is due to circumstances unique to the property and not created by the landowner.
 - c. The variance, if granted, will not alter the essential character of the neighborhood in which the parcel of land is located.
 - d. Economic considerations alone do not constitute practical difficulties
 - e. Will the variance involve a use that is not allowed within the respective zoning district?
11. What are circumstances unique to the shape, topography, water conditions or other physical conditions of the property?
12. How is granting of the variance necessary for the preservation and enjoyment of a substantial property right?
13. Explain how granting of the variance will not impair light and air to the surrounding properties, unreasonable increase congestion, increase the danger of fire or endanger public safety.
14. Explain how granting of the variance will not merely serve as a convenience but is necessary to alleviate a practical difficulty.

Section A:

1. Existing use of the property: Recreational Use
2. Description of the situation in which necessitates the request for the variance: Primarily, we are requesting the pole barn to store an RV we recently purchased that needs to be stored, in addition to other recreational vehicles; Polaris Side by side, two snowmobiles, riding lawn mower, portable fish house, etc.. *Requesting square footage increase to accommodate the above listed vehicles.*
3. Describe any physical or hydraulic impacts this project will have on water resources. Will the project involve the alteration of any surface water? No
4. 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 measure will be used to minimize erosion. There is no excavating, grading, or any erosion whatsoever that will be required. We have a "sandy patch" of land about 2000 square foot that we'll use to put the pole barn on.
5. Is this project in proximity to designated parks, trails, recreation areas, wildlife preserves or other unique resources? No
6. Provide any additional information that would be helpful for the Planning Commission when reviewing this application. (please see attached letter to the Mayor)

Section B:

7. What is the effect of the proposed variance upon the health, safety, and welfare or the community? None
8. How is the request in harmony with the general purposes and intent of the Zoning Ordinance? The request meets the guidelines with the exception that our property is just short the acreage to approve without a variance, and because of the layout of our property and the adults trees surrounding it, by which we planted 25 years ago, there is minimal exposure to the neighbors, and the colors match the house exactly. It will look alot better than having everything just parked out back.
9. How is the request consistent with the Comprehensive plan? N/A
10. The applicant establishes that there are practical difficulties in complying with the Zoning Ordinance. Explain how:
 - a. The proposed use is permitted in the zoning district in which the land is located. A variance can be requested for dimensional items. The use of the pole barn is for recreational vehicle storage
 - b. The plight of the landowner is due to circumstances unique to the property and not created by the landowner. The lot size is 2.45, just shy of the lot size requirement for additional square footage under regular permit requirements.
 - c. The variance, if granted, will not alter the essential character of the neighborhood in which the alter of land is granted.
 - i. The position of the pole barn will sit behind the house and not visible to anyone driving by.
 - ii. We live on a cul-de-sac
 - d. Economic considerations alone do not constitute practical difficulties.
 - e. Will the variance involve a use that is not allowed within the respective zoning district?
No

11. What are the circumstances unique to the shape, topography, water conditions or other physical conditions of the property? The lot size is just shy of qualifying for the square footage we need.
12. How is granting the variance necessary for the preservation and enjoyment of a substantial property right? All we want to do is provide proper storage to our retirement investment, in addition to storing recreational vehicles, and a riding lawn mower.
13. Explain how granting of the variance will not impair light and air to the surrounding properties, unreasonable increase congestion, increase the danger of fire or endanger public safety. The pole barn is a safe distance from the house, it does not block any light or air(?), we have a tree lined fence surrounding our backyard that is taller than the houses, and a pole barn has no impact on traffic congestion.
14. Explain how granting of the variance will not merely service as a convenience but is necessary to alleviate practical difficulty. Not exactly sure what is meant by practical difficulty, what I know is that it will store all of the things listed in a color matching the house and will make the lot look nicer than just having them parked in a line in the back yard. It will also ensure that there is a minimal chance of thievery (already had a power washer stolen from the back yard) by having everything under lock and key, and finally, keep the snow and other elements off the RV which we took money out of our 401K savings to pay for, and keep it in good shape for our retirement.

Gary and Lisa Asper
910 236th Ave NE
St. Francis, MN 55070

August 7, 2019

Dear Mayor Steve Feldman,

I am writing to you in regards to a building permit we are trying to get. We have been residents of St Francis for 25 years, and have no plans to ever move. We recently took out some of our 401k savings and bought a Coach for our retirement, and need a pole barn to store it in, along with other recreational vehicles.

The placement of the pole barn will be such that someone driving by would not even see it, along with the fact we live on a cul-de-sac, makes this a perfect solution for us and our neighbors.

As part of our due diligence, we talked with our neighbors who also have pole barns and verified the square footage, and height to ensure that we were are not out of line in our request.

There are at least 3 properties, 2 doors down, in any direction, with buildings that are at least the size we are applying for or bigger, that were granted permits, so we thought our application would not be an issue. Some are running a home business out of them, so maybe that is what makes the difference?

We have run into a wall with our submission at the city hall and do not understand why, and are looking for your help.

We have seen the city grow from a population less than 1999, to where it is today and have been law abiding, voting, citizens; appreciative of the work the city has done, but now that we want to do something that will not only add value, but will keep our property looking "respectable", we are getting push back.

The pole barn specifics are attached to the permit Gary dropped off Monday; and be certain to notice we made sure the colors matched spot on to the house so it looks really nice.

A neighbor suggested we go this route because he had a positive experience with you.

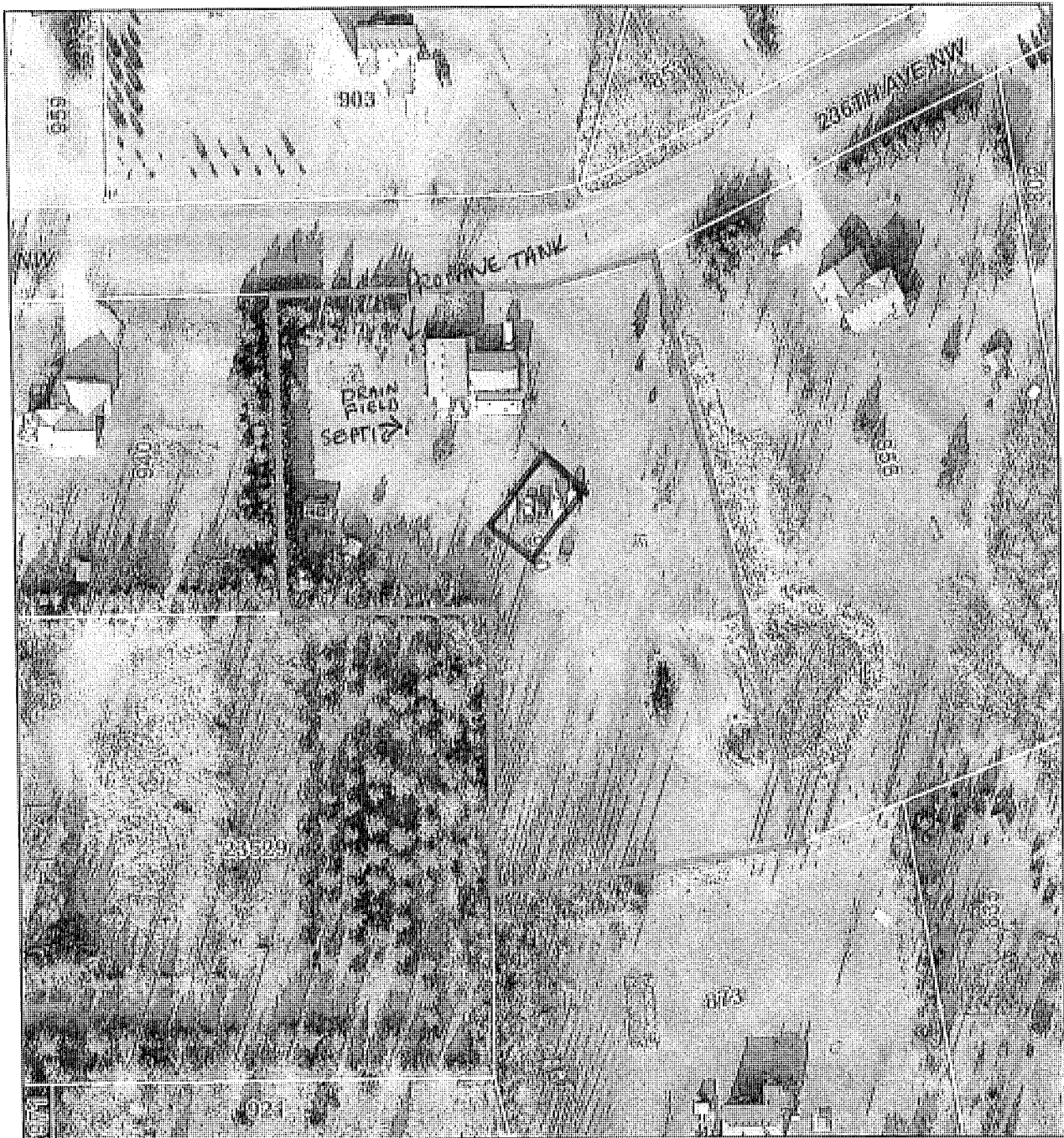
We appreciate anything you can do and our contact information is below.

Thank you,

Gary and Lisa Asper

Gary Cell: 763-238-7450
Lisa Cell: 763-226-8397
Lasper9@msn.com

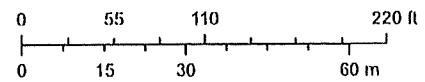
Anoka County, MN



July 23, 2019

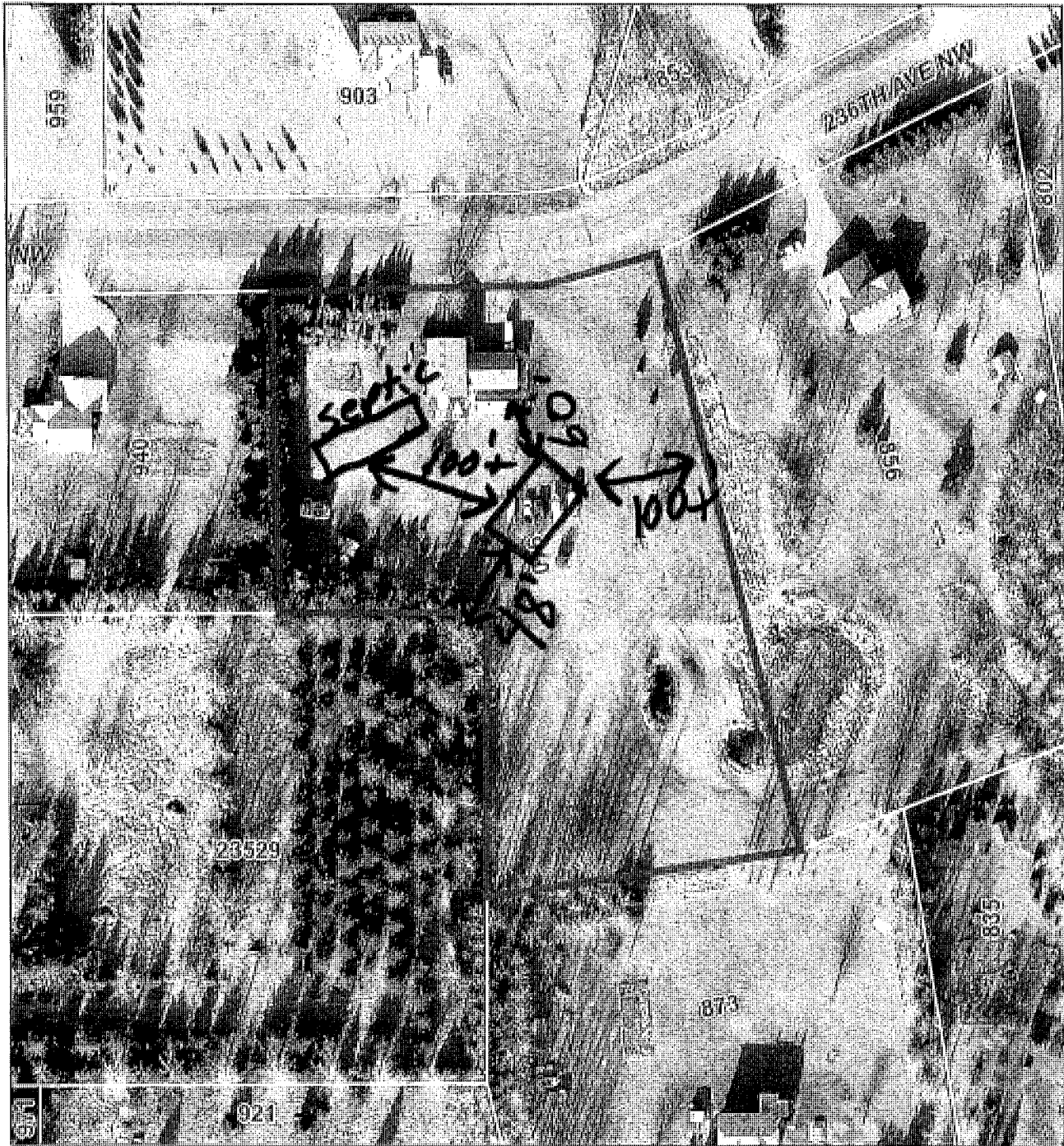
2.45 ACRES

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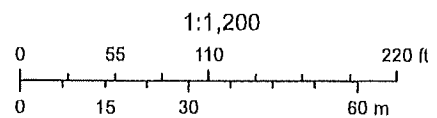


Gary and Lisa Asper
910 236th Ave NW
St. Francis, MN 55170

Anoka County, MN



July 23, 2019



City of St. Francis City Council Agenda Item
Executive Summary

Title of Item: **Turtle Ponds 4th and 5th Addition Requests** – A request from Denali Investments, LLC to create Turtle Ponds 4th Addition including 13 detached townhome lots on Outlot D of Turtle Ponds. A second request from Denali Investments, LLC to create Turtle Ponds 5th Addition including 2 single-family lots on Outlot B of Turtle Ponds 3rd Addition.

Meeting Date: 10-7-19

Staff Reporting: Beth Richmond, City Planner

Summary (4th Add.): The applicant is seeking a PUD Amendment and preliminary plat to create 13 detached townhome lots on Outlot D of the Turtle Ponds subdivision. This land was originally planned for commercial use; however, the applicant is requesting to develop detached townhomes on the site, which are considered to be a multi-family use.

The Planning Commission reviewed these requests on September 18, 2019. Several members of the public discussed their concerns regarding the proposed development including the loss of vegetation along the northern border of the property. Commissioners discussed the proposed private road, its maintenance, and the possibility of connecting it with 230th Ct NW to the north. Commissioners also discussed the requests for privacy from the neighbors to the north, and suggested that the developer consider implementing items such as privacy fencing or additional trees along the northern border of the property to mitigate the impact of the proposed development on the neighboring properties.

Summary (5th Add.): The applicant is seeking a PUD Amendment, preliminary plat, and drainage and utility vacation request to create two single-family lots on Outlot B of Turtle Ponds 3rd Addition. This land was originally planned for multi-family use, however, due to the natural features on the site, the applicant is requesting to amend the existing PUD in order to use the site for single-family residential uses.

The Planning Commission reviewed these requests on September 18, 2019. Several members of the public had provided written comments regarding the proposed development, with a main concern being the location of the wetlands and floodplain on the site and how development may impact these areas. At that meeting, the Commissioners discussed the viability of creating two lots on the site because of the existing natural features on site, as well as the proposal to fill in a portion of the floodplain for the driveways. Commissioners stressed that all future homeowners should be made aware of the natural constraints on the land.

The 5th Addition of Turtle Ponds is also being considered at the Council meeting this evening. Both the 4th and 5th Additions require a PUD amendment. Staff is recommending that one PUD amendment be completed that addresses the needs of both the 4th and 5th Additions. Therefore, Staff requests that Council review both Additions before proposing moving to approve or deny either one.

Recommendations (4th Add.):

The Planning Commission unanimously recommended approval of the requested PUD amendment and preliminary plat for the property located on Outlot B of Turtle Ponds 3rd Addition.

Recommendations (5th Add.):

The Planning Commission recommended approval (6-1) of the requested PUD amendment and preliminary plat for the property located on Outlot B of Turtle Ponds 3rd Addition.

Suggested Motions:

1. "Move to approve the PUD Amendment to allow multi-family uses on Outlot D of Turtle Ponds and single-family uses on Outlot B of Turtle Ponds 3rd Addition with the findings of fact as presented by Staff."
2. "Move to approve the preliminary plat for Turtle Ponds 4th Addition with the conditions and findings of fact as presented by Staff."
3. "Move to approve the preliminary plat and associated drainage and utility easement vacation for Turtle Ponds 5th Addition with the conditions and findings of fact as presented by Staff."

List of Attachments:

- A) Draft PUD Ordinance
- B) Draft Summary PUD Ordinance
- C) Draft Preliminary Plat Resolution – 4th Addition Turtle Ponds
- D) Draft Preliminary Plat Resolution – 5th Addition Turtle Ponds
- E) 9/18/19 Planning Commission Packet – 4th Addition Turtle Ponds
- F) 9/18/19 Planning Commission Packet – 5th Addition Turtle Ponds

ORDINANCE NO. 255, SECOND SERIES

**CITY OF ST. FRANCIS
ANOKA COUNTY**

**AN ORDINANCE REPEALING AND REPLACING THE TURTLE RUN PLANNED
UNIT DEVELOPMENT**

WHEREAS, the Turtle Run PUD was established in 1996 for the property described in Section 1 below; and

WHEREAS, the original Turtle Run PUD designated Outlot D of Turtle Ponds for commercial use and Outlot B of Turtle Ponds 3rd Addition for multi-family use; and

WHEREAS, the applicant, Marc Schulte, on behalf of Denali Investments LLC, has requested to develop Outlot D of Turtle Ponds for multi-family use (detached townhomes) and Outlot B of Turtle Ponds 3rd Addition for single-family use; and

WHEREAS, the full original documentation for the Turtle Run PUD is no longer available; and

WHEREAS, the Planning Commission on September 18, 2019, opened and closed a duly noticed public hearing and considered the applicant's submission, the contents of the staff report, public testimony, and other evidence available to the Commission; and made recommendations for consideration by the City Council; and

WHEREAS, the City Council on October 7, 2019, has considered the recommendations of Staff and the Planning Commission, the Applicant's submissions, the contents of the staff report, public testimony, and other evidence available to the Council.

**THEREFORE, THE CITY COUNCIL OF THE CITY OF ST. FRANCIS, ANOKA
COUNTY, MINNESOTA, ORDAINS:**

Section 1. Pursuant to St. Francis City Code Section 10-10, the property included in the following subdivisions is hereby rezoned to PUD-Turtle Run:

- Turtle Run (1st – 7th Additions)
- Turtle Ponds (1st – 3rd Additions)
- Fairway Crossing
- Turtle Ridge Townhomes
- Clubhouse at Ponds

Section 2. The following conditions shall apply to property rezoned to PUD-Turtle Run by this ordinance:

1. The following uses are permitted within the subdivisions included in the Turtle Run PUD:

- (A) Single-family uses are permitted within the Turtle Run subdivision.
 - (B) Single-family and multi-family uses are permitted within the Turtle Ponds subdivision.
 - (C) Multi-family uses are permitted within the Fairway Crossing subdivision.
 - (D) Multi-family uses are permitted within the Turtle Ridge Townhomes subdivision.
 - (E) Commercial uses are permitted within the Clubhouse at Ponds subdivision.
 - (F) Golf course is a permitted use throughout the Turtle Run PUD.
2. Minimum dimensional requirements for single-family lots shall be as follows:
- (A) A minimum area of 10,800 square feet.
 - (B) A minimum lot width of 80 feet. For lots with access onto a cul-de-sac, the minimum lot width shall be 49 feet.
 - (C) A minimum front yard setback of 30 feet.
 - (D) A minimum side yard setback of 10 feet for a house and 5 feet for a garage.
 - (E) A minimum rear yard setback of 30 feet.
3. Minimum dimensional requirements for detached townhome lots shall be as follows:
- (A) A minimum lot area of 4,250 square feet
 - (B) A minimum lot width of 37 feet. For lots with access onto a cul-de-sac, the minimum lot width shall be 28 feet.
 - (C) A minimum front yard setback of 10 feet.
 - (D) A minimum building separation of 10 feet.
 - (E) A minimum rear yard setback of 0 feet.
4. Minimum dimensional requirements for attached townhome lots shall be as follows:
- (A) A minimum lot area of 2,000 square feet per townhome unit.
 - (B) A minimum lot width of 24 feet.
 - (C) A minimum front yard setback of 10 feet.
 - (D) Townhome buildings shall have a minimum building separation of 12 feet.
 - (E) A minimum rear yard setback of 10 feet.
5. At least 50% of the site shall remain as open space. The existing golf course on the site shall be included as open space.
6. All general zoning standards in the St. Francis City Code, to the extent not inconsistent with the terms of this ordinance, shall apply.

Section 3. The Zoning Map of the City of St. Francis referred to and described in Section 10-50-3 of the St. Francis City Code shall not be republished to show the aforesaid rezoning, but the Zoning Administrator or designee shall appropriately mark the Zoning Map on file in the City Clerk's office for the purpose of indicating the rezoning provided for in this ordinance and all of the notations, references, and other information shown thereon are hereby incorporated by reference and made a part of this ordinance.

Section 4. This Ordinance shall take effect and be enforced 30 days after publication.

Approved and adopted by the City Council of the City of St. Francis this ____day of October,
2019.

SEAL

CITY OF ST. FRANCIS

By: _____
Steven D. Feldman, Mayor

ATTEST:

Barbara I. Held, City Clerk

Published in the Anoka County Union Herald _____.

**CITY OF ST. FRANCIS
ST. FRANCIS, MN
ANOKA COUNTY**

RESOLUTION 2019-43

**A RESOLUTION APPROVING A PRELIMINARY PLAT FOR THE 4th ADDITION OF
TURTLE PONDS**

WHEREAS, the applicant, Marc Schulte, on behalf of Denali Investments LLC, has requested preliminary plat approval for the development of thirteen detached townhome lots on the property legally described as Outlot D of Turtle Ponds; and

WHEREAS, the Planning Commission on September 18, 2019, opened and closed a duly noticed public hearing and considered the applicant's submission, the contents of the staff report, public testimony, and other evidence available to the Commission; and made recommendations for consideration by the City Council; and

WHEREAS, the City Council on October 7, 2019, has considered the recommendations of Staff and the Planning Commission, the Applicant's submissions, the contents of the staff report, public testimony, and other evidence available to the Council.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of St. Francis hereby approves the preliminary plat and associated documents for the 4th Addition of Turtle Ponds based on the following findings of fact:

1. The requested preliminary plat is in harmony with the general purposes and intent of the zoning ordinance.
2. The requested preliminary plat is consistent with the Turtle Ponds PUD guidance and standards.
3. The requested preliminary plat is consistent with the draft 2040 Comprehensive Plan. The development meets the density requirements specified in the Comprehensive Plan for the Medium Density Residential land use category.

BE IT FURTHER RESOLVED that approval of the preliminary plat for the 4th Addition of Turtle Ponds shall be subject to the following conditions:

1. Applicant shall meet all conditions specified in the City Engineer's memo dated August 30, 2019.
2. Applicant shall provide a geotechnical exploration report including groundwater depth, soil types, infiltration rates, and pavement recommendations for Staff review.
3. Applicant shall show linework on the preliminary plat including contours, utilities, pavement, etc.
4. Approval of the preliminary plat and PUD Amendment shall be conditioned on the City's adoption of the 2040 Comprehensive Plan.

5. A Homeowner's Association shall be established, and HOA documentation shall be provided at the time of final plat. Applicant shall be responsible for obtaining all required permits from county, state, and federal agencies.
6. Applicant shall provide proof of ownership for the property.
7. All necessary permits (MPCA, NPDES, MDH, DNR appropriation, etc.) must be provided to the City before activity begins.
8. Applicant shall be responsible for payment of all fees associated with the preliminary plat application.
9. Applicant shall record all resolutions with Anoka County and provide the City with a receipt.

Approved and adopted by the City Council of the City of St. Francis on the 7th day of October, 2019.

Steven D. Feldman, Mayor

Attest: Barbara I. Held, City Clerk

Dated

**CITY OF ST. FRANCIS
ST. FRANCIS, MN
ANOKA COUNTY**

RESOLUTION 2019-44

**A RESOLUTION APPROVING A PRELIMINARY PLAT AND DRAINAGE AND
UTILITY EASEMENT VACATION FOR THE 5th ADDITION OF TURTLE PONDS**

WHEREAS, the applicant, Marc Schulte, on behalf of Denali Investments LLC, has requested preliminary plat approval for the development of two single-family residential lots on the property legally described as Outlot B of Turtle Ponds 3rd Addition; and

WHEREAS, the Planning Commission on September 18, 2019, opened and closed a duly noticed public hearing and considered the applicant's submission, the contents of the staff report, public testimony, and other evidence available to the Commission; and made recommendations for consideration by the City Council; and

WHEREAS, the City Council on October 7, 2019, has considered the recommendations of Staff and the Planning Commission, the Applicant's submissions, the contents of the staff report, public testimony, and other evidence available to the Council.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of St. Francis hereby approves the preliminary plat and associated documents for the 5th Addition of Turtle Ponds based on the following findings of fact:

1. The requested preliminary plat is in harmony with the general purposes and intent of the zoning ordinance.
2. The requested preliminary plat is consistent with the Turtle Ponds PUD guidance and standards.
3. The requested preliminary plat is consistent with the 2030 Comprehensive Plan.

BE IT FURTHER RESOLVED that approval of the preliminary plat for the 5th Addition of Turtle Ponds shall be subject to the following conditions:

1. Applicant shall meet all conditions specified in the City Engineer's memo dated August 30, 2019.
2. Applicant shall provide the completed wetland delineation document for Staff review.
3. The FEMA Floodplain boundary shall be shown on all plans.
4. Applicant shall provide a geotechnical exploration report for Staff review.
5. Applicant shall provide proof of ownership or legal interest in property.
6. Applicant shall show acreage of both proposed lots exclusive of wet areas on the preliminary plat.
7. Applicant shall show building pad areas for each lot and label setbacks and lot widths on the preliminary plat and shall include existing linework such as contours, utilities, pavement, etc.

8. Applicant shall provide a wetland replacement plan. As part of the plan, applicant shall obtain wetland replacement credits to account for the 3,600 sq. ft. of wetland fill proposed on-site.
9. Applicant shall be responsible for obtaining all required permits from county, state, and federal agencies.
10. Applicant shall be responsible for payment of all fees associated with the preliminary plat application.
11. Applicant shall record all resolutions with Anoka County and provide the City with a receipt.
12. The vacation of the drainage and utility easement over Outlot B Turtle Ponds 3rd Addition shall be conditioned upon concurrent approval of the 5th Addition preliminary plat and shall be recorded with the final plat.

Approved and adopted by the City Council of the City of St. Francis on the 7th day of October, 2019.

Steven D. Feldman, Mayor

Attest: Barbara I. Held, City Clerk

Dated

City of St. Francis Planning Department
Turtle Ponds 4th Addition Preliminary Plat Review

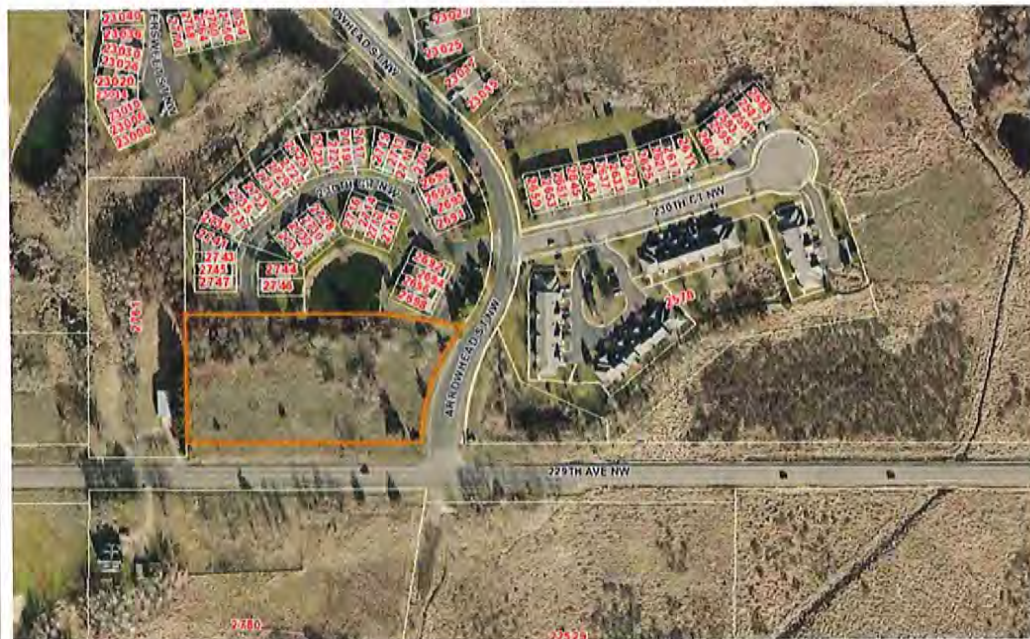
To: Planning Commission
From: Beth Richmond, City Planner
Meeting Date: 09-18-19
Applicant(s): Denali Investments, LLC (Dave Schulte/Marc Schulte)
Location: Outlot D, Turtle Ponds (1st Addition)

Introductory Information

Request: The applicants are requesting to develop Outlot D of the Turtle Ponds subdivision to create 13 detached townhome lots on the site. This proposal includes two requests:

- Development stage PUD amendment to allow multi-family uses on Outlot D
- Preliminary plat to create 13 detached townhome lots

Existing Site Character: This site is currently vacant and is located along 229th Ave NW and Arrowhead St NW. The site is relatively flat and is vegetated along the north and west property boundaries.



Site Data:

- Existing Zoning – Turtle Ponds PUD

	• <i>Land Use Guidance</i> – Commercial • <i>Acres</i> – 2.99 acres • <i>Density</i> – 4.33 units/acre • <i>Property Identification Number (PID)</i> – 33-34-24-43-0046
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Application Review

Land Use:	• The site is guided for Commercial use by the 2030 Comprehensive Plan. Utilizing the site for residential uses would be inconsistent with the 2030 Plan. • The site is guided for Medium Density Residential (3-7 units/acre) by the DRAFT 2040 Comprehensive Plan. • The site is proposed to be utilized as 13 detached townhome lots with a density of 4.35 units per acre, which is consistent with the DRAFT 2040 Comprehensive Plan guidance. • Approval of the preliminary plat would be conditioned on the City’s adoption of the 2040 Comprehensive Plan.																								
Zoning:	• The property is zoned Turtle Ponds PUD. • All proposed lots are subject to the dimensional standards specified in the PUD documents.																								
PUD Amendment:	• The site is planned for Commercial use by the existing Turtle Ponds PUD. • The applicant is requesting development stage approval of a PUD amendment to plan this site for multi-family residential development. • Staff supports the amendment request. A four-fifths vote of the full Council is required for approval of a PUD amendment.																								
Dimensional Standards:	• The lot dimensions for the 13 proposed lots are as follows:<table><tr><th>Standard</th><th>PUD Standards</th><th>Proposed</th></tr><tr><td>Lot area</td><td>4,250 sq. ft.</td><td>5,110 sq. ft. to 10,764 sq. ft. Avg: 6,903 sq. ft.</td></tr><tr><td>Lot width</td><td>46’</td><td>47 ft.</td></tr><tr><td>Front setback</td><td>15’</td><td>22 ft.</td></tr><tr><td>Side setback</td><td>10 ft. building separation</td><td>7.5 ft. (15 ft. building separation)</td></tr><tr><td>Side setback (corner)</td><td>30 ft.</td><td>30 ft.</td></tr><tr><td>Rear setback</td><td>N/A</td><td>20 ft.</td></tr><tr><td>Rear setback (229th Ave NW)</td><td>N/A</td><td>50 ft.</td></tr></table>	Standard	PUD Standards	Proposed	Lot area	4,250 sq. ft.	5,110 sq. ft. to 10,764 sq. ft. Avg: 6,903 sq. ft.	Lot width	46’	47 ft.	Front setback	15’	22 ft.	Side setback	10 ft. building separation	7.5 ft. (15 ft. building separation)	Side setback (corner)	30 ft.	30 ft.	Rear setback	N/A	20 ft.	Rear setback (229 th Ave NW)	N/A	50 ft.
Standard	PUD Standards	Proposed																							
Lot area	4,250 sq. ft.	5,110 sq. ft. to 10,764 sq. ft. Avg: 6,903 sq. ft.																							
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Rear setback	N/A	20 ft.																							
Rear setback (229 th Ave NW)	N/A	50 ft.																							

<i>(Cont.)</i>	The proposed lot dimensions and setbacks meet the requirements established in the existing PUD.
<i>Roads/Access:</i>	- The applicant is proposing to create a 24-foot wide private road (Outlot B) running east to west that accesses Arrowhead Street NW. - Each of the 13 lots will have access onto the private street. - The Code allows for private streets as part of a Planned Unit Development. There are several private streets that exist as part of the Turtle Ponds PUD. - The private road shall be maintained by a Home Owner's Association or similar organization. The City will not be responsible for maintenance of the private street. - A turnaround has been provided for emergency vehicles. - Because this property abuts a county road, the application was submitted to Anoka County for review and comment on August 27, 2019. The project will have no impact on the county road. No comments have been received at this time.
<i>Parking</i>	- The applicant has provided plans for 7 off-street guest parking stalls. This meets the Code requirement of 0.5 guest space per townhome lot. - The driveways are proposed to be 16' wide. - Townhome lots are required by Code to provide two driveway parking spaces and 2 garage parking spaces. Townhome garages are required to be 20' in width.
<i>Utilities:</i>	- The applicant is proposing to extend public utilities from Arrowhead Street NW to serve the development. - The City Engineer has reviewed the utility plans and has provided comments. - Drainage and utility easements are proposed to be created over Outlot A and Outlot B.
<i>Stormwater:</i>	- The existing stormwater pond to the north spills slightly onto Outlot D. - The stormwater pond will be expanded south from the existing pond into the northeast portion of the site (proposed Outlot A)

(Cont.)	- Type 1 - Seasonally Flooded - Type 2 - Wet Meadows - Type 3 - Shallow Marshes - Type 4 - Deep Marshes - Type 5 - Open Water Wetlands - Type 6 - Shrub Swamps - Type 7 - Wooded Swamps - Type 8 - Bogs  • The City Engineer has reviewed the stormwater plans provided by the applicant and provided comments. • Staff has requested that the applicant review the design of the stormwater system to direct more runoff to the proposed infiltration basin located along the southern boundary of the site and to ensure that site runoff is kept onsite.
Landscaping:	• There are existing trees in northwest portion of the site, along the northern and western property boundaries. The existing evergreen trees along the western side of the property are proposed to be saved, so long as they do not encroach into grading limits. Trees on the northern portion, mainly boxelder, ash, elm, and silver maple, will be removed as part of the proposed development. • Two trees are proposed to be planted in each lot, one in the front yard and one in the rear yard. The proposed planting pattern is consistent with the pattern established in earlier phases of the development.

Conclusion

	The applicant is seeking approval of the following requests: 1. Development stage PUD amendment to allow multi-family uses on Turtle Ponds Outlot D. 2. Preliminary plat approval allowing the development of 13 detached townhome lots. The 120-day review deadline for this application expires on December 17, 2019.
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Staff Recommendation:	Subject to the conditions (pg. 6) and findings of fact (pg. 6) listed below, Staff recommends: • Approval of the development stage PUD Amendment. • Approval of the Turtle Ponds 4th Preliminary Plat.
Suggested Findings of Fact – PUD Amendment	1. The proposed PUD Amendment will allow multi-family uses on the property. 2. The proposed PUD Amendment is consistent with the draft 2040 Comprehensive Plan guidance for the site. 3. The applicant is proposing to use the site for multi-family uses, which is consistent with the existing neighborhood.
Suggested Findings of Fact – Preliminary Plat	1. The requested preliminary plat is in harmony with the general purposes and intent of the zoning ordinance. 2. The requested preliminary plat is consistent with the draft 2040 Comprehensive Plan. 3. The requested preliminary plat is consistent with the Turtle Ponds PUD guidance and standards.
Suggested Conditions – Preliminary Plat	1. Applicant shall meet all conditions specified in the City Engineer's memo dated August 30, 2019. 2. Applicant shall provide a geotechnical exploration report including groundwater depth, soil types, infiltration rates, and pavement recommendations for Staff review. 3. Applicant shall show linework on the preliminary plat including contours, utilities, pavement, etc. 4. Approval of the preliminary plat and PUD Amendment shall be conditioned on the City's adoption of the 2040 Comprehensive Plan. 5. A Homeowner's Association shall be established, and HOA documentation shall be provided at the time of final plat. Applicant shall be responsible for obtaining all required permits from county, state, and federal agencies. 6. Applicant shall be responsible for payment of all fees associated with the variance applications. 7. Applicant shall record all resolutions with Anoka County and provide the City with a receipt. 8. Additional conditions as identified by Staff, the Planning Commission, and the City Council through the development review process.
Commission Options	The Planning Commission has the following options: A) RECOMMEND APPROVAL subject to the conditions and findings of fact as presented by Staff. B) RECOMMEND DENIAL with findings of fact. C) TABLE THE APPLICATION and request additional

	information.
<i>Suggested Motion</i>	“Move to recommend approval of the development stage PUD Amendment to allow single-family uses on Outlot D of Turtle Ponds with the findings of fact as presented by Staff.” “Move to recommend approval of the preliminary plat for Turtle Ponds 4th Addition with the conditions and findings of fact as presented by Staff.”



**ENGINEERING REVIEW
for City of St. Francis
by
Hakanson Anderson**

Review No. 1

Submitted to: Beth Richmond, Planner

cc: Joe Kohlmann, City Administrator
Paul Teicher, Public Work Director
Kate Thunstrom, Community Development Director

Reviewed by: Craig Jochum, City Engineer

Date: August 30, 2019

Proposed Plat Name: Turtle Ponds 4th Addition

Property Description: Outlot D – TURTLE PONDS

Applicant: Turtle Moon, Inc.

Owners of Record: Denali Investments LLC

Jurisdictional Agencies: City of St. Francis, MPCA, Anoka County, MDH
(but not limited to)

Permits Required: City Approval, MPCA Construction Stormwater General
(but not limited to) Permit, MPCA Sanitary Sewer Extension Permit, MDH
Water Extension Permit, DNR Water Appropriation
Permit

INFORMATION AVAILABLE

Stormwater Management Plan, dated 5/1/19, prepared by Carlson McCain

Site Development Plans, dated 5/1/19, prepared by Carlson McCain

Preliminary Plat, dated 5/1/19, prepared by Carlson McCain

GENERAL COMMENT

1. A geotechnical exploration report is required. Report shall include groundwater depth, soil types, infiltration rates and pavement recommendations.
2. Prior to construction, a MPCA sanitary sewer extension permit, a Minnesota Department of Health watermain extension permit and a MPCA Construction Stormwater General Permit will have to be obtained.
3. The final construction plans shall include street, storm sewer, sanitary sewer and watermain construction plans, including profiles.
4. Ownership and maintenance of streets, utilities and stormwater facilities will need to be addressed in the developer agreement.

EXISTING CONDITIONS

1. Label the water surface elevation, normal water level and 100-year high water level of the existing stormwater pond north of the site.
2. Verify where the stormwater drains in the ditch on the north side of 229th Avenue, west of Arrowhead Street. Are there centerline culverts under 229th Avenue and/or Arrowhead Street?

PRELIMINARY PLAT

1. Include the existing linework on the preliminary plat drawing. Contours, utilities, curb, pavement, etc.
2. This plat is adjacent to a county road. County review is required.

PRELIMINARY SITE & UTILITY PLAN

1. The linetypes for the existing bituminous pavement and existing curb shall match the existing conditions plan. Currently the lines are dashed, they should be continuous.
2. Label the storm sewer rim and invert elevations and pipe size, material and slope.
3. The hydrant at the north watermain connection shall be relocated to the south side of the proposed gate valve. Watermain testing will be against the new valve and will include the hydrant.
4. Tracer wire system will be required on the proposed watermain. This will have to be addressed on the final construction plans.

5. At hydrants, tracer wire shall be terminated with a Cobra Hydrant Flange Access Point (color red) by Copperhead Wire or approved equal. This will have to be addressed on the final construction plans.

PRELIMINARY GRADING AND EROSION CONTROL

1. Show the proposed sanitary sewer and watermain linework on the plan.
2. Add silt fence in the following locations:
 - South property line
 - Property line north of Lot 1, Block 2.
 - West side of Arrowhead Street, north of Street A.Some of these areas may already include silt fence but the silt fence symbols blend in with the existing linework.
3. Add silt curtain at the north property line in the existing stormwater pond.
4. Access routes to infiltration basins and storm sewer shall be provided. Access routes must be at least 10 feet wide, must be contained within an easement, and have a longitudinal slope that does not exceed 8%. Clearly label the proposed access routes on the plans.
5. Label the emergency overflow elevation for Lot 4, Block 2.
6. Label the surface water elevation for the stormwater pond north of the site.
7. The area downstream of the two rain guardian structures shall be graded such that the stormwater drains to the infiltration basin and not directly into the flared end section.
8. Confirm that the existing ground elevation along the south property line, adjacent to the infiltration basin, is at or above 918.5. If not, revise the basin such that the high water level is contained on site.
9. There are a number of areas that are showing slopes greater than 4:1. Downstream of the rain guardian structures, adjacent to the catch basin north of Street B, at the west end of Street A, west of Lot 4, Block 2 and the Pond 100 side slopes. Some of the slopes shown below the normal water level of Pond 100 are greater than 3:1.

DETAILS

1. The turf establishment note refers to the 2005 MnDOT spec. Update the notes to the current spec.
2. Add an inlet protection device detail for catch basins prior to the curb being poured.
3. Add more detail for the curb at the rain guardian structure. Currently there are curb radiuses shown on both sides of the structure, but based on the proposed curb layout, this is not how the structure will be constructed.

STORMWATER MANAGEMENT PLAN

1. Review the design to direct more runoff to the infiltration pond. The north half of Street A and none of Block 2 currently goes to the infiltration pond.
2. Control the runoff from the west side of the site. Construct side yard swales to keep the runoff onsite.

DESCRIPTION OF REQUEST: (attach additional information if needed)

Project Name:

Turtle Ponds West

Nature of Proposed Use:

Detached townhomes



Reason(s) to Approve Request:

Outlot is ready to be developed for Detached townhomes
Timing of market is ~~not~~ feasible.

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:

OUTLOT, TURTLE PONDS

Property Identification
Number (PIN#):

33-34-24-43-0046

Legal Description
(Attach if necessary):

Lot(s):

Block:

Subdivision:

APPLICANT INFORMATION:

Name:

Dave Schulte, Marc Schulte

Business Name:

DENALI INVESTMENTS LLC

Address:

11149 187th Ave

City:

Elk River

State:

MN

Zip Code:

55330

Telephone:

952-687-2590

Fax:

E-mail:

marcschulte911@gmail.com

Contact:

Marc Schulte

Title:

Project Manager

OWNER INFORMATION: (if different from applicant)

Name:

Business Name:

Address:

City:

State:

Zip Code:

Telephone:

Fax:

E-mail:

Contact:

Title:

TYPE OF APPLICATION: (Check appropriate box)		BASE APPLICATION AND EXPENSE FEES: (Fees are cumulative)
☐	ANNEXATION	\$250 Fee + \$2,000 Escrow
☐	APPEAL / ZONING APPEAL	\$200 Fee + \$250 Escrow
☐	COMPREHENSIVE PLAN AMENDMENT	\$450 Fee + \$2,000 Escrow
☐	ENVIRONMENTAL and/or WETLAND REVIEW	\$350 Fee + \$650 Escrow
☐	MINOR SUBDIVISION	\$350 Fee + \$2,000 Escrow
☐	PLANNED UNIT DEVELOPMENT (PUD)	\$350 Fee + \$2,000 Escrow
☐	ORDINANCE AMENDMENT	\$350 Fee + \$1,000 Escrow
☐	REZONING	\$350 Fee + \$1,000 Escrow
☒	SUBDIVISION (Circle appropriate): -Sketch Plan -Preliminary Plat (Rural) -Preliminary Plat (Urban) -Final Plat -Administrative Subdivision	\$300 Fee + \$500 Escrow \$400 Fee + \$400 + \$125 per lot Escrow \$400 Fee + \$425 + \$175 per unit Escrow \$350 Fee + \$650 Escrow \$200 Fee + \$1,000 Escrow
☐	SITE & BUILDING PLAN REVIEW (Regular)	\$350 Fee + \$450 Escrow
☐	SITE & BUILDING PLAN REVIEW (Admin)	\$100 Fee + \$250 Escrow
☐	TEMPORARY HABITATION	\$200 Fee + \$5,000 Escrow
☐	STREET and/or UTILITY VACATION	\$350 Fee + \$1,000 Escrow
	TOTALS	\$ <u>825</u> Fee, \$ <u>2,275</u> Escrow

Fees are set by Fee Schedule, Valid January through December
 Dock requests must following Conditional Use Permit process.

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 approve a special assessment for which the property owner specifically agrees to be assessed for 100 percent per annum and waives any and all appeals under Minnesota Statutes 429.81 as amended. All fees and expenses are due whether the application is approved or denied or withdrawn. 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 or 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 it 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: June 17th 2019

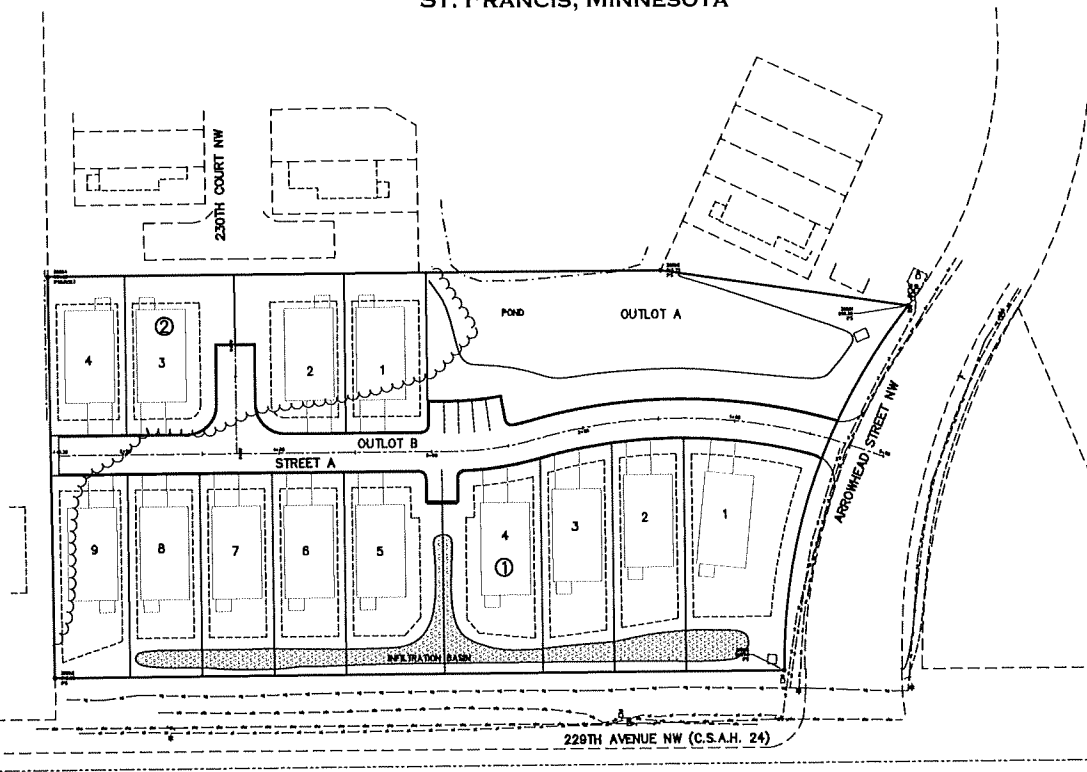
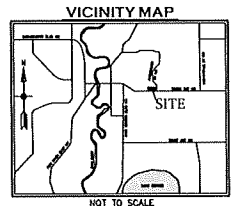
Owner(s): [Signature] Date: June 17th 2019

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 Plat	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

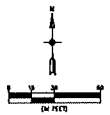
TURTLE PONDS 4TH ADDITION

ST. FRANCIS, MINNESOTA



SHEET INDEX

1. COVER
2. EXISTING CONDITIONS
3. PRELIMINARY PLAT
4. PRELIMINARY SITE & UTILITY PLAN
5. PRELIMINARY GRADING & EROSION CONTROL PLAN
6. DETAILS
11. LANDSCAPE PLAN
- TP1. TREE PRESERVATION PLAN



BENCHMARK	
1. Double Survey Benchmark No. 3033	Year: 1971
2. Minnesota Department of Transportation	NO. 3033, Station: 10.00



The information on this plan is for informational purposes only. It is not intended to be used as a legal document. The user of this plan is responsible for obtaining all necessary permits and approvals from the appropriate authorities. The user of this plan is also responsible for obtaining all necessary information from the appropriate authorities. The user of this plan is also responsible for obtaining all necessary information from the appropriate authorities.

Carlson
McCain

1630 W. Market Street, Suite 100
St. Paul, MN 55108
Phone: (612) 437-1200
Fax: (612) 437-1200
www.carlsonmccain.com

For information on the plan, you should contact the engineer or architect who prepared the plan. If you are a client, you should contact the engineer or architect who prepared the plan. If you are a contractor, you should contact the engineer or architect who prepared the plan. If you are a public official, you should contact the engineer or architect who prepared the plan.

Prepared by: *[Signature]*
Checked by: *[Signature]*
Date: 10/1/2003

Scale: 1" = 40'

TURTLE MOON, INC.
1433 Bunker Lane
The Villages, FL 32162

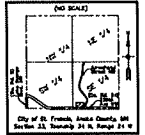
TURTLE PONDS 4TH ADDITION
St. Francis, Minnesota

COVER

1 of 6

TURTLE PONDS 4TH ADDITION

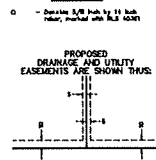
VICINITY MAP



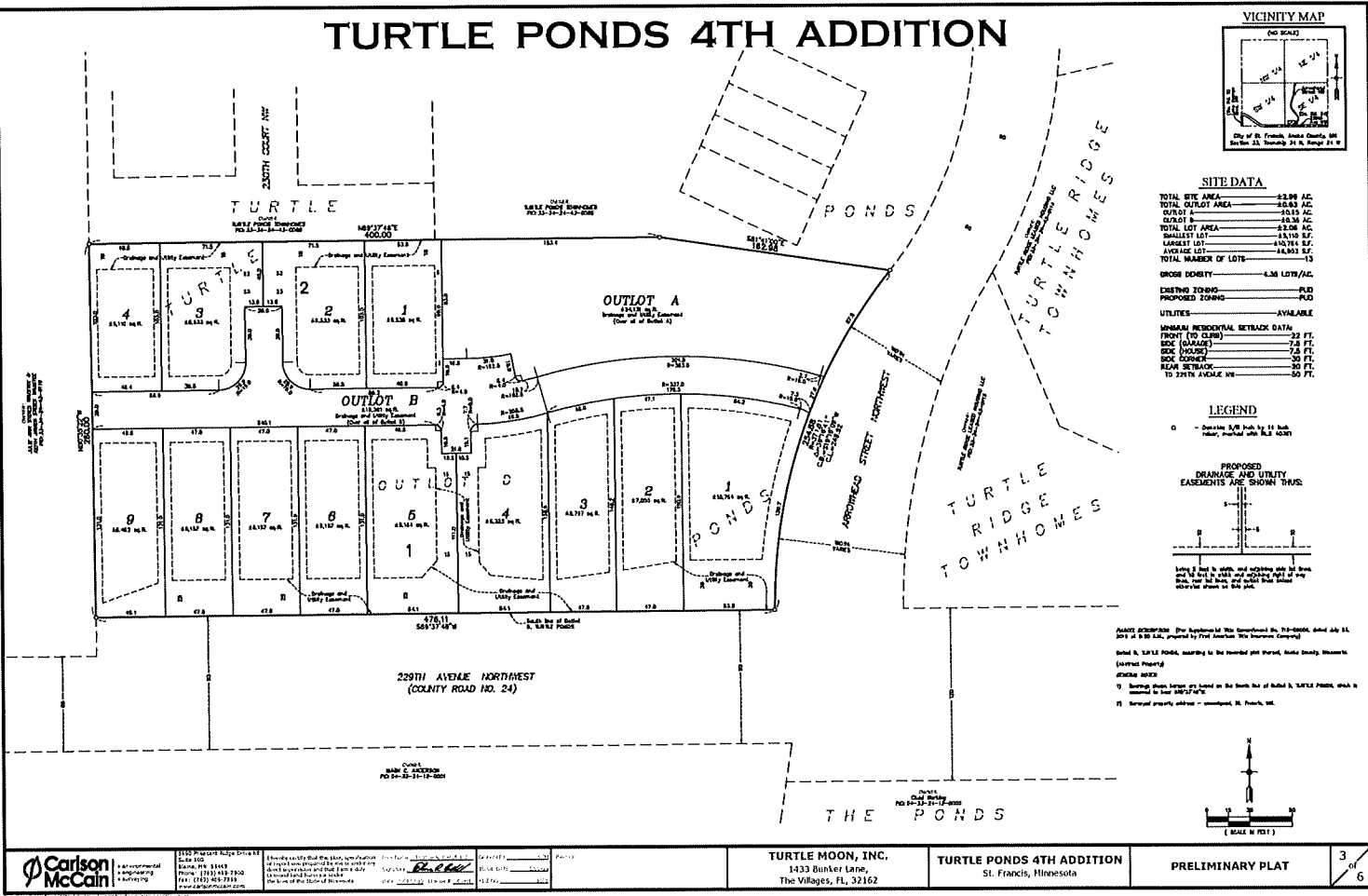
SITE DATA

TOTAL SITE AREA	62.99 AC.
TOTAL OUTLOT AREA	62.93 AC.
OUTLOT 1	10.15 AC.
OUTLOT 2	10.15 AC.
TOTAL LOT AREA	62.08 AC.
SMALLEST LOT	1.1110 AC.
LARGEST LOT	10.1514 AC.
AVERAGE LOT	16.803 AC.
TOTAL NUMBER OF LOTS	13
GROSS DENSITY	4.36 LOTS/AC.
EXISTING ZONING	PUD
PROPOSED ZONING	PUD
UTILITIES	AVAILABLE
MINIMUM RESIDENTIAL SETBACK DATA	
FRONT (TO CURB)	25 FT.
SIDE (GARAGE)	7.5 FT.
SIDE (HOUSE)	7.5 FT.
BACK CORNER	30 FT.
REAR SETBACK	30 FT.
TO 229TH AVENUE NW	60 FT.

LEGEND



NOTES: 1. The information on this map was prepared by the City of St. Francis, Missouri, and is for informational purposes only. 2. The information on this map was prepared by the City of St. Francis, Missouri, and is for informational purposes only. 3. The information on this map was prepared by the City of St. Francis, Missouri, and is for informational purposes only.



Carlson McCain
Environmental Engineering & Surveying

11115 Westridge Drive SE
Burien, MO 63148
Phone: (314) 415-2300
Fax: (314) 415-2311
www.carlsonmccain.com

I hereby certify that this map, specification, and report were prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer in the State of Missouri.

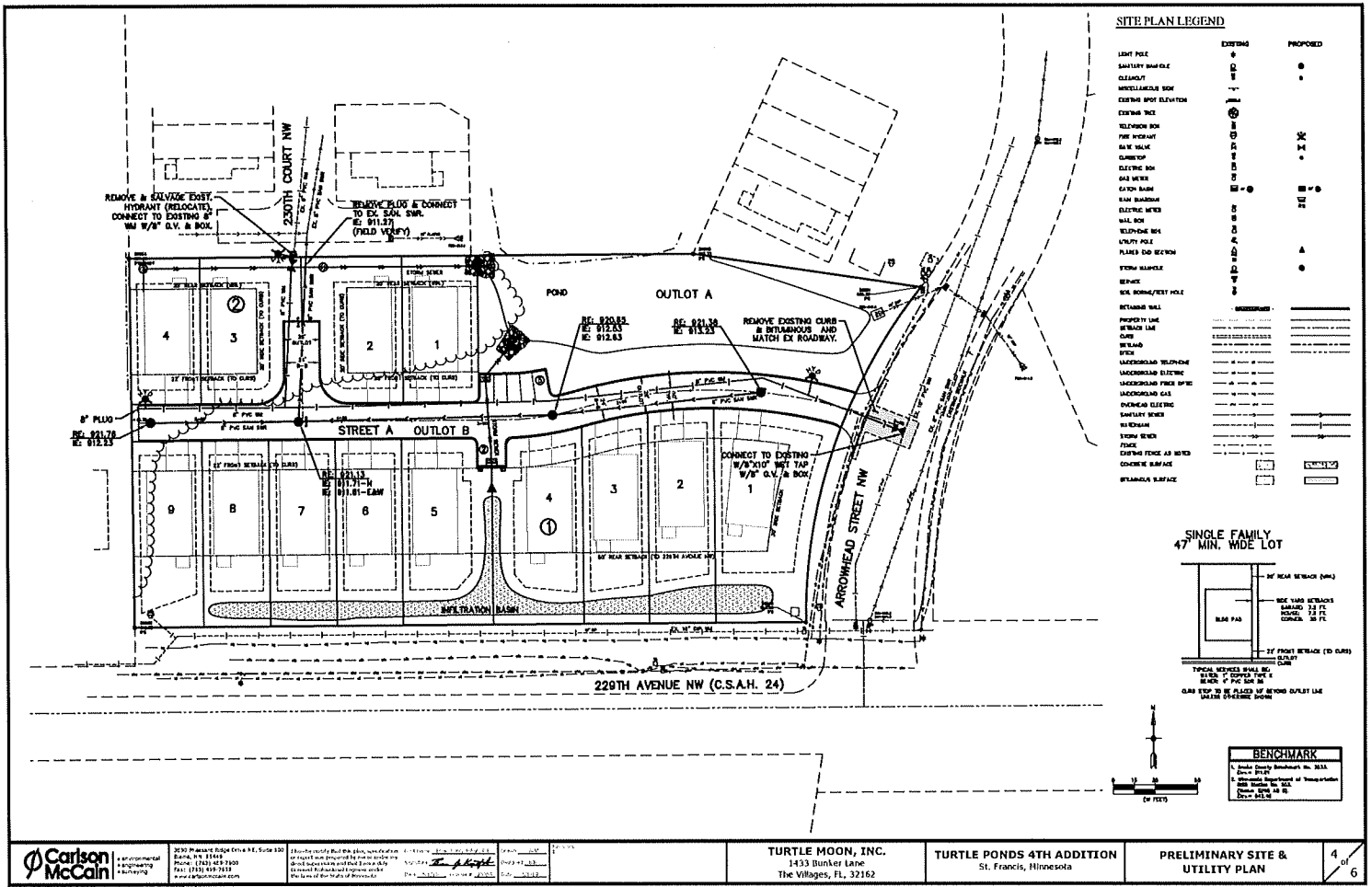
DATE: 10/11/2011
PROJECT: Turtle Ponds 4th Addition
DRAWN BY: [Signature]
CHECKED BY: [Signature]
APPROVED BY: [Signature]

TURTLE MOON, INC.
1433 Bunker Lane,
The Villages, FL 32162

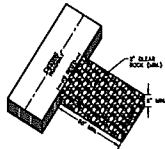
TURTLE PONDS 4TH ADDITION
St. Francis, Minnesota

PRELIMINARY PLAT

3 of 6

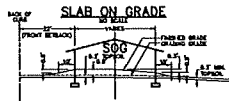


ROCK CONSTRUCTION ENTRANCE

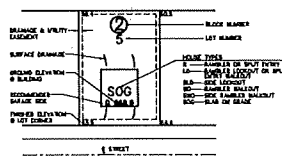


TURF ESTABLISHMENT

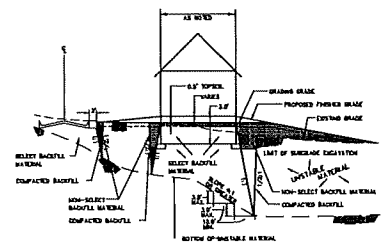
TURF ESTABLISHMENT SHALL APPLY TO ALL DISTURBED AREAS AND SHALL BE ACCORDING TO MOST STURGEON IMPROVED TURF FOR CONSTRUCTION (SOG).
 SOG ESTABLISHMENT SHALL BE AS SOON AS POSSIBLE BUT IN NO CASE MORE THAN 2 DAYS.
 SOG ESTABLISHMENT SHALL BE AT 70 POUNDS PER ACRE.
 SOG ESTABLISHMENT SHALL BE APPLIED AT THE SAME RATE AFTER MOISTURE 10%.
 MOISTURE TYPE 1 AT 2 TONS PER ACRE DRY AND CROSS.
 FERTILIZER TYPE 1-10-10 AT 300 POUNDS PER ACRE.



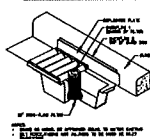
GRADING PLAN LOT KEY



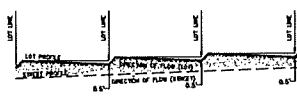
SUBGRADE CORRECTION



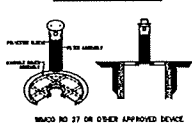
INLET PROTECTION FOR CURB AND GUTTER



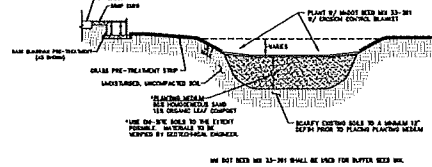
LOT BENCHING DETAIL



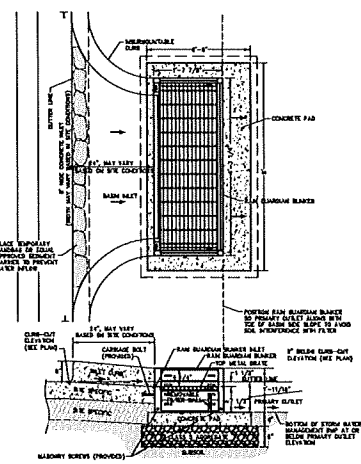
BACK YARD CATCH BASIN INLET PROTECTION



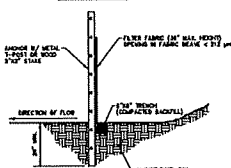
INFILTRATION BASIN



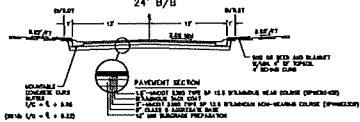
RAIN GUARDIAN DETAIL



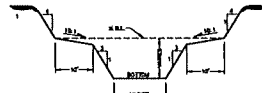
SILT FENCE



TYPICAL STREET SECTION



TYPICAL POND SECTION



- NOTES
1. USE A 4"X12" WOOD POST ALONG THE INTERIOR SILT FENCE LINE.
 2. DRIVE ALL ANCHOR POSTS INTO THE GROUND AT THE DOWNHILL SIDE OF THE WOOD POST.
 3. POSTS SHALL BE SPACED A MINIMUM OF 8 FEET APART.
 4. LAY SILT FENCE ALONG THE UPRILL SIDE OF THE ANCHOR POSTS AND BANK FULL 12"X12" WOOD POST.
 5. SECURELY ATTACH SILT FENCE TO ANCHOR POSTS BY STAPLING OR TIEING ATTACHMENTS PER POST.
 6. SEE SHEET INFILTRATION DETAIL & 300A.

Carlson McCain

3150 Pleasant Ridge Drive SE, Suite 130
 Atlanta, GA 30348
 Phone: (770) 429-7900
 Fax: (770) 429-7901
 www.carlsonmccain.com

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

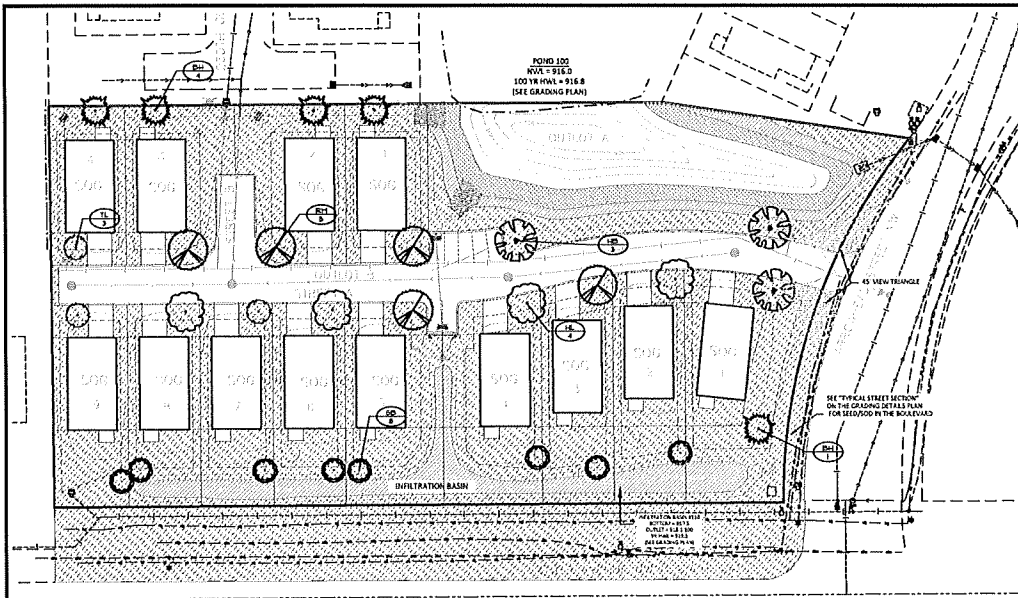
Signature: *[Signature]*
 Title: *[Title]*
 Date: *[Date]*

TURTLE MOON, INC.
 1433 Bunker Lane
 The Villages, FL 32162

TURTLE PONDS 4TH ADDITION
 St. Francis, Minnesota

DETAILS

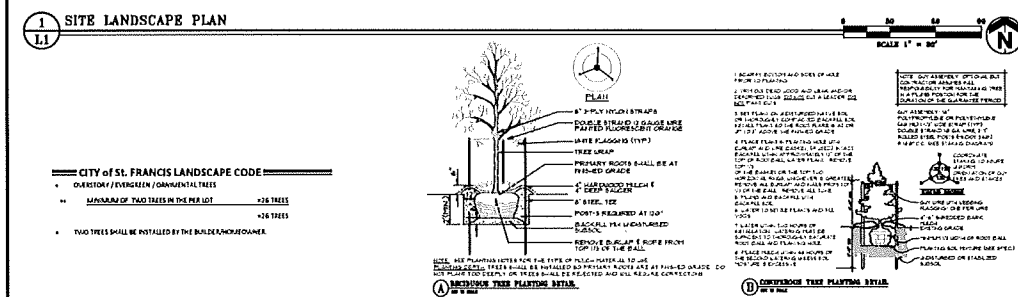
6 of 6

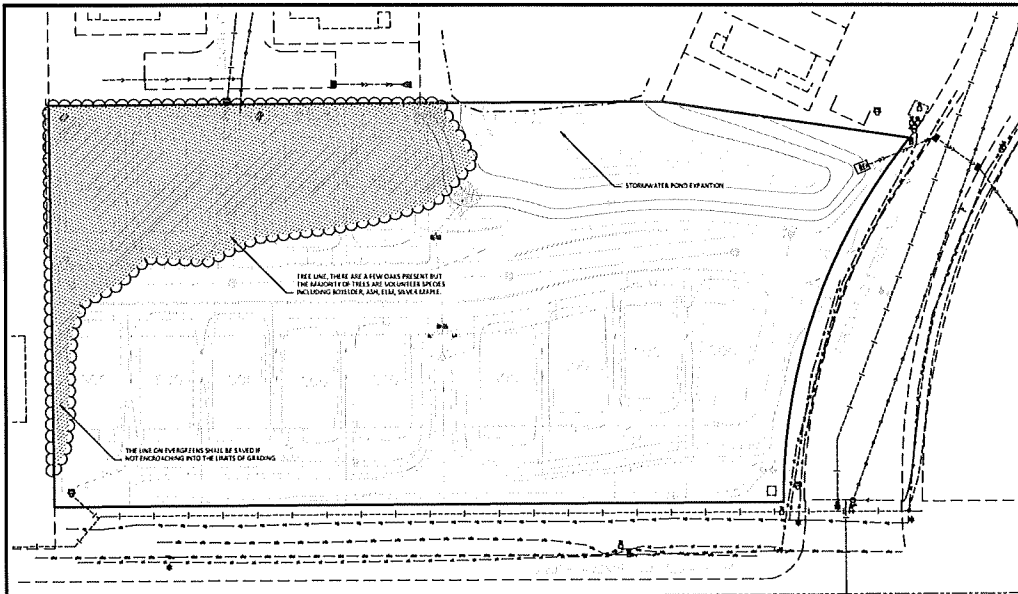


LANDSCAPE LEGEND									
SYMBOL	PLANT NAME	COMMON NAME	TYPE	SIZE	PLANTING RATE	PLANTING RATE	PLANTING RATE	PLANTING RATE	PLANTING RATE
1	Aspen (Betula papyrifera)	Aspen	DECIDUOUS	12"	10	10	10	10	10
2	White Birch (Betula papyrifera)	White Birch	DECIDUOUS	12"	10	10	10	10	10
3	Red Pine (Pinus resinosa)	Red Pine	CONIFER	12"	10	10	10	10	10
4	White Pine (Pinus strobus)	White Pine	CONIFER	12"	10	10	10	10	10
5	Aspen (Betula papyrifera)	Aspen	DECIDUOUS	12"	10	10	10	10	10
6	White Birch (Betula papyrifera)	White Birch	DECIDUOUS	12"	10	10	10	10	10
7	Red Pine (Pinus resinosa)	Red Pine	CONIFER	12"	10	10	10	10	10
8	White Pine (Pinus strobus)	White Pine	CONIFER	12"	10	10	10	10	10
9	Aspen (Betula papyrifera)	Aspen	DECIDUOUS	12"	10	10	10	10	10
10	White Birch (Betula papyrifera)	White Birch	DECIDUOUS	12"	10	10	10	10	10

SEED MIX LEGEND (FOR ALL MIXES)									
SEED MIX	TYPE	SEED MIX	TYPE	SEED MIX	TYPE	SEED MIX	TYPE	SEED MIX	TYPE
1	NATIVE MIX	2	NATIVE MIX	3	NATIVE MIX	4	NATIVE MIX	5	NATIVE MIX
6	NATIVE MIX	7	NATIVE MIX	8	NATIVE MIX	9	NATIVE MIX	10	NATIVE MIX
11	NATIVE MIX	12	NATIVE MIX	13	NATIVE MIX	14	NATIVE MIX	15	NATIVE MIX
16	NATIVE MIX	17	NATIVE MIX	18	NATIVE MIX	19	NATIVE MIX	20	NATIVE MIX
21	NATIVE MIX	22	NATIVE MIX	23	NATIVE MIX	24	NATIVE MIX	25	NATIVE MIX
26	NATIVE MIX	27	NATIVE MIX	28	NATIVE MIX	29	NATIVE MIX	30	NATIVE MIX
31	NATIVE MIX	32	NATIVE MIX	33	NATIVE MIX	34	NATIVE MIX	35	NATIVE MIX
36	NATIVE MIX	37	NATIVE MIX	38	NATIVE MIX	39	NATIVE MIX	40	NATIVE MIX
41	NATIVE MIX	42	NATIVE MIX	43	NATIVE MIX	44	NATIVE MIX	45	NATIVE MIX
46	NATIVE MIX	47	NATIVE MIX	48	NATIVE MIX	49	NATIVE MIX	50	NATIVE MIX

- PLANTING NOTES**
1. ALL PLANTS SHALL BE PLANTED AT THE FOLLOWING RATES:
 2. ALL PLANTS SHALL BE PLANTED AT THE FOLLOWING RATES:
 3. ALL PLANTS SHALL BE PLANTED AT THE FOLLOWING RATES:
 4. ALL PLANTS SHALL BE PLANTED AT THE FOLLOWING RATES:
 5. ALL PLANTS SHALL BE PLANTED AT THE FOLLOWING RATES:
 6. ALL PLANTS SHALL BE PLANTED AT THE FOLLOWING RATES:
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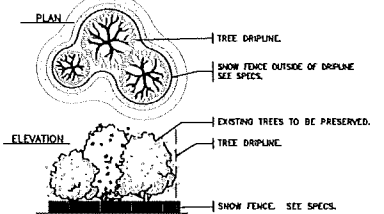




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L1
TREE PRESERVATION PLAN



TREE PROTECTION FENCE



ERECT PROTECTIVE SNOW FENCE PRIOR TO ANY CONSTRUCTION ACTIVITY. DO NOT STORE ANY EQUIPMENT OR MATERIALS WITHIN PROTECTIVE AREA. REMOVE THE PROTECTIVE SNOW FENCE ONLY AFTER CONSTRUCTION OPERATIONS ARE COMPLETED.

TREE REMOVAL/REPLACEMENT SUMMARY

REMOVED
REPLANTED
TOTAL COST WILL BE \$10,000.00 TO \$15,000.00
COSTS / \$10,000.00 TO \$15,000.00



3550 Research Ridge Drive SE, Suite 130
Bloomington, MN 55425
Phone: (763) 429-7500
Fax: (763) 429-7500
www.carlsonmccain.com

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Signature: *[Signature]*
Date: *[Date]*
Title: *[Title]*

TURTLE MOON, INC.
1433 Bunker Lane
The Villages, FL 32162

TURTLE PONDS 4TH ADDITION
St. Francis, Minnesota

TREE PRESERVATION PLAN

TP1
of
1

City of St. Francis Planning Commission Agenda Item
Executive Summary

Title of Item: **Turtle Ponds 5th Addition Requests:** A request from Denali Investments, LLC to create Turtle Ponds 5th Addition including two single-family lots on Outlot B of Turtle Ponds 3rd Addition.

Meeting Date: 09-18-19

Staff Reporting: Beth Richmond, City Planner

Summary: The applicants are seeking a PUD Amendment, preliminary plat, and drainage and utility vacation request to create two single-family lots on Outlot B of Turtle Ponds 3rd Addition. This land is currently vacant, and a majority of the land is covered by a large wetland complex. This land was originally planned for multi-family use, however, due to the natural features on the site, the applicant is requesting to use the site for single-family residential uses.

A public hearing notice was sent to all affected property owners located with 350 feet of the subject property and published in the Anoka County Union Herald.

List of Attachments: A) Staff Report
B) Engineering Memo
C) Applicant's Submittals

City of St. Francis Planning Department
Turtle Ponds 5th Addition Preliminary Plat Review

To: Planning Commission
From: Beth Richmond, City Planner
Meeting Date: 09-18-19
Applicant(s): Denali Investments, LLC (Dave Schulte/Marc Schulte)
Location: Outlot B, Turtle Ponds 3rd Addition

Introductory Information

Request: The applicants are requesting to develop Outlot B of the 3rd Addition of Turtle Ponds to create two single-family lots on the site. A concept plan was completed for this site in September and October of 2018. This proposal includes several land use and subdivision requests:

- Preliminary plat to create 2 single-family lots
- PUD Amendment to allow single-family uses on Outlot B
- Drainage and utility easement vacation request

Existing Site Character: This site is currently vacant. Anoka County Ditch No. 18 runs north to south along the eastern edge of the property. A large wetland complex is located on the site.



Site Data:	• Existing Zoning – Turtle Ponds PUD • Land Use Guidance – Medium Density Residential (2.5-7 units/acre) • Acres – 10.07 acres • Wetland Area – 8.87 acres (approx.) • Gross Density – 0.20 units/acre • Net Density – 1.67 units/net acre • Property Identification Number (PID) – 33-34-24-44-0005
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Application Review

Land Use:	• The site is guided for Medium Density Residential use (2.5-7 units/acre) by the 2030 Comprehensive Plan. • The site is planned for multi-family residential use by the Turtle Ponds PUD. • The site is proposed to be developed as two single-family lots, which is consistent with the residential designation of the site by the Comprehensive Plan. • The net density for the subject site is 1.67 units per net acre, which is lower than the density for which this site is guided. However, when calculating density of the 3rd and 5th Additions of the Turtle Ponds development together, the approximate net density the area is 5.6 units per net acre. This density meets the density specified for Medium Density Residential use in the 2030 Comprehensive Plan. • Therefore, the proposed development is consistent with the land use guidance specified in the 2030 Comprehensive Plan.
Zoning:	• The property is zoned Turtle Ponds PUD. • All proposed lots are subject to the dimensional standards established in the existing PUD documents.
PUD Amendment:	• The PUD guides this outlot for multi-family use. • Following the completion of the concept plan review of this site, it was determined that establishing multi-family uses (townhouses) here is not feasible due to the size and location of the wetlands on site. • Therefore, the applicant is requesting to development stage approval to amend the PUD to allow the site to be developed as two single-family sites. • Staff supports this amendment request. A four-fifths vote of the full Council is required for approval of a PUD amendment.

Dimensional Standards:	- The lot dimensions for the two proposed lots are as follows:<table><tr><td></td><td>PUD SF Standards</td><td>Lot 1</td><td>Lot 2</td></tr><tr><td>Lot Area</td><td>10,800 SF</td><td>5.66 acres</td><td>4.41 acres</td></tr><tr><td>Lot Frontage</td><td>80' 49' cul-de-sac</td><td>N/A</td><td>120'</td></tr><tr><td>Side</td><td>15' separation</td><td>25'</td><td>25'</td></tr><tr><td>Front</td><td>30'</td><td>72'</td><td>240'</td></tr><tr><td>Rear</td><td>30'</td><td>320'</td><td>172'</td></tr></table> - The Lot 1 is not proposed to have direct frontage onto a public street. Instead, a 30-foot access easement is proposed to provide Lot 1 with access to 230th Ct NW. At the front setback line, Lot 1 is proposed to be 30 feet wide. Including the access easement increases the width to 42 feet at the front setback line. - Lot 1 is an irregularly shaped lot. The developer has demonstrated the ability to properly place structures on the site which are compatible in size and character with the surrounding area. Therefore, Lot 1 is acceptable in area and width for a single-family lot within the Turtle Ponds PUD.		PUD SF Standards	Lot 1	Lot 2	Lot Area	10,800 SF	5.66 acres	4.41 acres	Lot Frontage	80' 49' cul-de-sac	N/A	120'	Side	15' separation	25'	25'	Front	30'	72'	240'	Rear	30'	320'	172'
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Front	30'	72'	240'																						
Rear	30'	320'	172'																						
Roads/Access:	- The two proposed lots will have access off of the existing 230th Court NW. - A 30-foot wide access easement is proposed over the northern lot (Lot 2) to provide access to the southern lot (Lot 1). - In the City Engineer's review of the development, he noted that there may not be enough room to construct both the driveway for Lot 1 and the south end of the culvert. The applicant must verify the grading in this area to demonstrate that there is an appropriate amount of space provided in the easement. - Because this property abuts a county road, the application was submitted to Anoka County for review and comment on August 27, 2019. The project will have no impact on the county road. No comments have been received at this time.																								
Driveways:	- Driveways are required to be constructed between 10 and 24 feet wide, with 3-foot side yard setbacks located on each side. - The driveways for the proposed lots are planned to be 12-feet wide, with an 8-foot separation between the driveways. - The driveways shall be paved.																								
Utilities:	Existing City sewer and water utilities are available on the east side of the 230th Ct NW cul-de-sac. These utilities will be extended to serve the subject property.																								

	• Tracer wire will be required at the proposed water services. • A development agreement will be needed for the proposed subdivision which specifies the ownership and maintenance of the utility and stormwater facilities. • There is an existing drainage and utility easement located over a majority of the subject parcel. This easement includes the wetlands on site as well as Anoka County Ditch 18. The applicant has requested that this easement be vacated to allow development to occur on the site. As part of the platting process, a new drainage and utility easement will be created.
Wetlands:	• A majority of the site (roughly 8.9 acres) is covered by wetlands. • A wetland delineation was completed in spring 2019 to determine the exact locations and boundaries of the wetlands on-site. Staff has requested that the applicant provide the wetland delineation for review. • The applicant is proposing to fill in 3,600 sq. ft. of the wetland near 230th Ct NW in order to create the driveways that access each lot. The applicant has noted that wetland replacement credits will be purchased in lieu of onsite wetland replacement. • Proposed structures seem to adhere to the 30' structure setback required from the delineated edge of all wetlands. Type 1 - Seasonally Flooded Type 2 - Wet Meadows Type 3 - Shallow Marshes Type 4 - Deep Marshes Type 5 - Open Water Wetlands Type 6 - Shrub Swamps Type 7 - Wooded Swamps Type 8 - Bogs 
Floodplain:	• The 100-year floodplain elevation is assumed at 914.5. This should be shown on all plans.
Other Permits:	• All necessary permits must be provided to the City (MPCA, NPDES, MDH, etc.) as may be applicable.

CHARGES, FEES, & RESPONSIBILITIES	
<i>In General:</i>	The applicant is responsible for all fees related to the review of this application (including but not limited to planning, legal, engineering, wetland, environmental consultants, or other such experts as required by this application).
<i>Park Dedication:</i>	- Section 11-08-9 of the City Code requires all subdivision of land to dedicate a reasonable portion of land to the City for public use as parks, trails, or open space. The required dedication percentage for a residential development is 10% of the gross acreage being developed. - During the PUD process, it was determined that all residential lots within the Turtle Ponds subdivision would require a \$100 park dedication fee per lot, to be paid at the time the plans are approved. - No land is proposed to be dedicated to the City for park dedication as part of this preliminary plat. - The applicant will be required to pay \$200 for the two new lots (\$100 each) at the time of Final Plat.
<i>Water Charges:</i>	Water access charges and/or individual hook up charges will be applicable at the time of Final Plat per City standards and policies.
<i>Sewer Charges:</i>	Sewer access charges and/or individual hook up charges will be applicable at the time of Final Plat per City standards and policies.

Conclusion

	The applicant is seeking approval of the following requests: 1. Development stage PUD amendment to allow single-family uses on Turtle Ponds 3rd Addition Outlot B. 2. Preliminary plat approval allowing the development of two single-family lots. 3. Vacation of drainage and utility easement over a majority of Outlot B. The 120-day review deadline for this application expires on December 17, 2019.
<i>Staff Recommendation:</i>	Subject to the conditions (pg. 7) and findings of fact (pg. 7) listed below, Staff recommends: - Approval of the development stage PUD Amendment. - Approval of the Turtle Ponds 5th Preliminary Plat. - Approval of the drainage and utility easement vacation.

<i>Suggested Findings of Fact – PUD Amendment:</i>	1. The proposed PUD Amendment will allow single-family uses on the property. 2. The proposed PUD Amendment is consistent with the Comprehensive Plan guidance for the site. 3. The applicant considered the use of multi-family residential on the site. However, due to the location of the wetlands on-site, multi-family uses do not fit on the site.
<i>Suggested Findings of Fact – Preliminary Plat:</i>	1. The requested preliminary plat is in harmony with the general purposes and intent of the zoning ordinance. 2. The requested preliminary plat is consistent with the Comprehensive Plan. 3. The requested preliminary plat is consistent with the Turtle Ponds PUD guidance and standards.
<i>Suggested Conditions – Preliminary Plat:</i>	1. Applicant shall meet all conditions specified in the City Engineer's memo dated August 30, 2019. 2. Applicant shall provide the completed wetland delineation document for Staff review. 3. The FEMA Floodplain boundary shall be shown on all plans. 4. Applicant shall provide a geotechnical exploration report for Staff review. 5. Applicant shall provide proof of ownership or legal interest in property. 6. Applicant shall show acreage of both proposed lots exclusive of wet areas on the preliminary plat. 7. Applicant shall show building pad areas for each lot and label setbacks and lot widths on the preliminary plat and shall include existing linework such as contours, utilities, pavement, etc. 8. Applicant shall provide a wetland replacement plan. As part of the plan, applicant shall obtain wetland replacement credits to account for the 3,600 sq. ft. of wetland fill proposed on-site. 9. Applicant shall be responsible for obtaining all required permits from county, state, and federal agencies. 10. Applicant shall be responsible for payment of all fees associated with the variance applications. 11. Applicant shall record all resolutions with Anoka County and provide the City with a receipt. 12. Additional conditions as identified by Staff, the Planning Commission, and the City Council through the development review process.
<i>Commission Options</i>	The Planning Commission has the following options: A) RECOMMEND APPROVAL subject to the conditions and findings of fact as presented by Staff. B) RECOMMEND DENIAL with findings of fact.

	C) TABLE THE APPLICATION and request additional information
<i>Suggested Motions:</i>	• “Move to recommend approval of the PDU Amendment to allow single-family uses on Outlot B of Turtle Ponds 3rd Addition with the findings of fact as presented by Staff.” • “Move to recommend approval of the preliminary plat for Turtle Ponds 5th Addition with the conditions and findings of fact as presented by Staff.” • “Move to recommend approval of the drainage and utility easement vacation request for the drainage and utility easement currently located over Outlot B of Turtle Ponds 3rd Addition.”



**ENGINEERING REVIEW
for City of St. Francis
by
Hakanson Anderson**

Review No. 1

Submitted to: Beth Richmond, Planner

cc: Joe Kohlmann, City Administrator
Paul Teicher, Public Work Director
Kate Thunstrom, Community Development Director

Reviewed by: Craig Jochum, City Engineer

Date: August 30, 2019

Proposed Plat Name: Turtle Ponds 5th Addition

Property Description: Outlot B – TURTLE PONDS 3RD ADDITION

Applicant: Turtle Moon, Inc.

Owners of Record: Denali Investments LLC

Jurisdictional Agencies: City of St. Francis, Anoka County, MDH, MPCA
(but not limited to)

Permits Required: City Approval, DNR Water Appropriation Permit
(but not limited to)

INFORMATION AVAILABLE

Site Development Plans, dated 7/25/19, prepared by Carlson McCain

Preliminary Plat, dated 7/25/19, prepared by Carlson McCain

GENERAL COMMENT

1. A geotechnical exploration report is required to verify the site is suitable for intended development.
2. The ownership and maintenance of the utility and stormwater facilities will need to be addressed in the development agreement.

EXISTING CONDITIONS

1. Show the FEMA Floodplain boundary on the plan.

PRELIMINARY PLAT

1. Include the existing linework on the preliminary plat drawing. Contours, utilities, curb, pavement, etc.
2. Show the FEMA Floodplain boundary on the plat.
3. This plat fronts a county road. Review is required by Anoka County.

PRELIMINARY SITE & UTILITY PLAN

1. Make a reference to the details being used for each construction item, i.e. Sanitary sewer manhole, cleanout, water service, concrete apron, etc.
2. Tracer wire will be required at the proposed water services.
3. Add a note that states the sewer services shall connect to the sewer main with 8"x4" PVC wyes.

PRELIMINARY GRADING AND EROSION CONTROL

1. Show the proposed sanitary sewer and watermain linework on the plan.
2. Provide a wetland replacement plan.
3. It does not appear that there is enough room to construct the driveway for Lot 1 and the south end of the culvert. Verify grading in this area.
4. Label the lot numbers.
5. Label the size, material and slope of the driveway culvert.
6. Will the applicant apply for a LOMR?

DETAILS

1. The turf establishment note refers to the 2005 MnDOT spec. Update the notes to the current spec.

SHEET L1

1. Sheet name shall be revised to "Landscape Plan".

DESCRIPTION OF REQUEST: (attach additional information if needed)

Project Name: Turtle Ponds 3rd Addition

Nature of Proposed Use:

Single Family Use

received

6-12-17

Paid

Reason(s) to Approve Request:

This is a empty outlot ~~that~~ in the middle of ~~the~~ Turtle Ponds + easiest & best use is SF lots

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:

Property Identification Number (PIN#):

Out Lot B, Turtle Ponds 3rd Addition as recorded in

Legal Description
(Attach if necessary):

Lot(s):

Block:

Subdivision:

33-34-34-44-0005

Anoka County

APPLICANT INFORMATION:

Name:

Dave Schulte / Marc Schulte Denali Investments LLC

Business Name:

Address:

11149 187th Ave

City:

Elk River

State:

MN

Zip Code:

55330

Telephone:

952-687-9590 / 612-245-0249

Fax:

E-mail:

marcschulte11@gmail.com

Contact:

Marc Schulte

Title:

Project Manager

OWNER INFORMATION: (if different from applicant)

Name:

Business Name:

Address:

City:

State:

Zip Code:

Telephone:

Fax:

E-mail:

Contact:

Title:

TYPE OF APPLICATION: (Check appropriate box)		BASE APPLICATION AND EXPENSE FEES: (Fees are cumulative)
☐	ANNEXATION	\$250 Fee + \$2,000 Escrow
☐	APPEAL / ZONING APPEAL	\$200 Fee + \$250 Escrow
☐	COMPREHENSIVE PLAN AMENDMENT	\$450 Fee + \$2,000 Escrow
☐	ENVIRONMENTAL and/or WETLAND REVIEW	\$350 Fee + \$650 Escrow
☐	MINOR SUBDIVISION	\$350 Fee + \$2,000 Escrow
☐	PLANNED UNIT DEVELOPMENT (PUD)	\$350 Fee + \$2,000 Escrow
☐	ORDINANCE AMENDMENT	\$350 Fee + \$1,000 Escrow
☐	REZONING	\$350 Fee + \$1,000 Escrow
☒	SUBDIVISION (Circle appropriate): -Sketch Plan -Preliminary Plat (Rural) -Preliminary Plat (Urban) -Final Plat -Administrative Subdivision	\$300 Fee + \$500 Escrow \$400 Fee + \$400 + \$125 per lot Escrow \$400 Fee + \$425 + \$175 per unit Escrow \$350 Fee + \$650 Escrow \$200 Fee + \$1,000 Escrow
☐	SITE & BUILDING PLAN REVIEW (Regular)	\$350 Fee + \$450 Escrow
☐	SITE & BUILDING PLAN REVIEW (Admin)	\$100 Fee + \$250 Escrow
☐	TEMPORARY HABITATION	\$200 Fee + \$5,000 Escrow
☐	STREET and/or UTILITY VACATION	\$350 Fee + \$1,000 Escrow
	TOTALS	\$ <u>875</u> Fee, \$ <u>350</u> Escrow

Fees are set by Fee Schedule, Valid January through December
 Dock requests must follow Conditional Use Permit process.

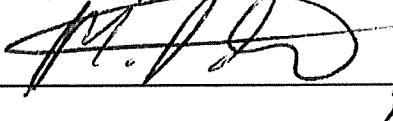
APPLICATION FEES AND EXPENSES: By signing this application form, I agree that all fees and expenses incurred by the City for the processing of this application, including costs for professional services, are the responsibility of the property owner to be paid immediately upon receipt or the City may approve a special assessment for which the property owner specifically agrees to be assessed for 100 percent per annum and waives any and all appeals under Minnesota Statutes 429.81 as amended. All fees and expenses are due whether the application is approved or denied or withdrawn. 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 or 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 it 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):  Date: 6-17-19

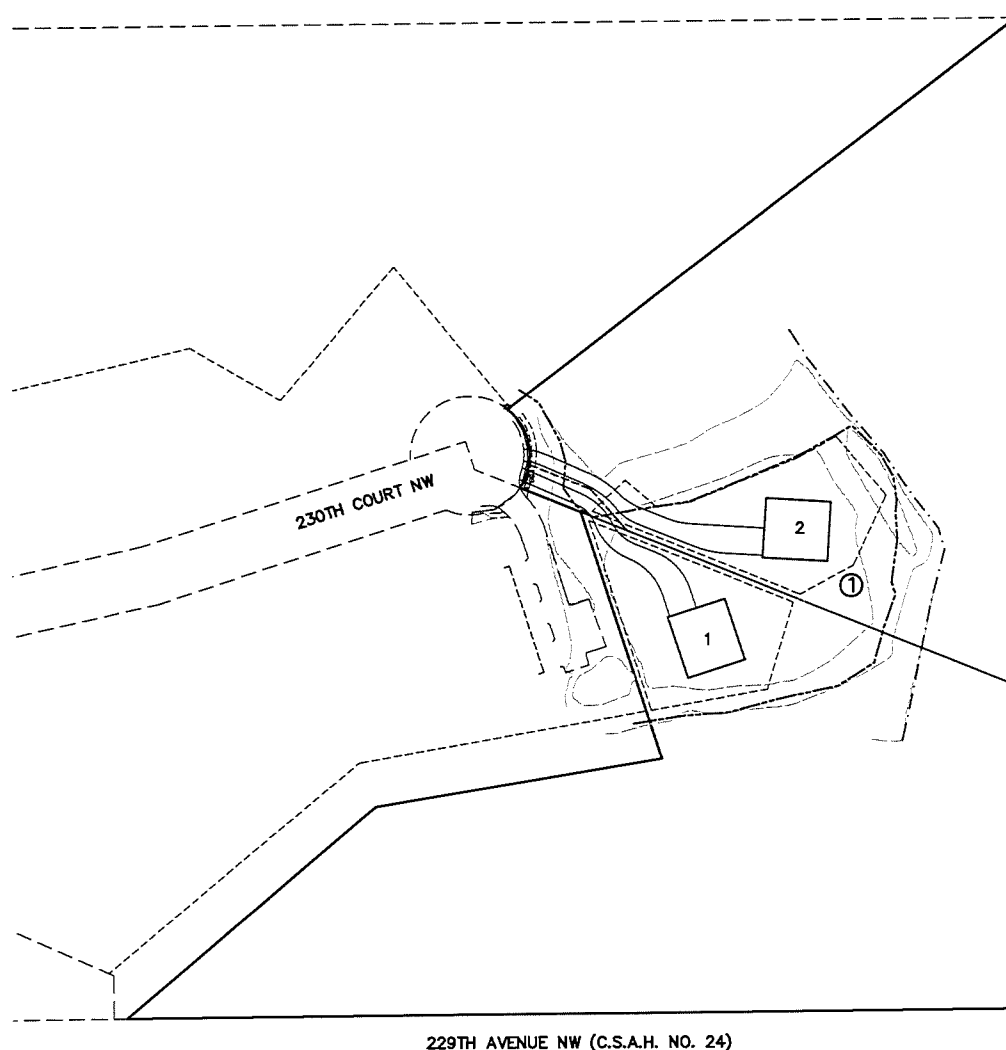
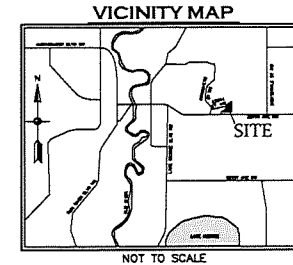
Owner(s):  Date: 6-17-19

Required Application attachments

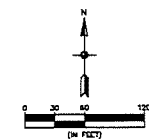
Minor Subdivisions	Please provide (3) Certificates of Survey at 22" by 34", (1) reproducible reduction at 11" by 17", and (1) to-scale electronic PDF. File of all information and submit an electronic (Word for Windows) version of the complete legal description of the property(s). ***See below for other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

TURTLE PONDS 5TH ADDITION

ST. FRANCIS, MINNESOTA



- SHEET INDEX**
1. COVER
 2. EXISTING CONDITIONS
 3. PRELIMINARY PLAT
 4. PRELIMINARY SITE & UTILITY PLAN
 5. PRELIMINARY GRADING & EROSION CONTROL PLAN
 6. DETAILS
 - L1. LANDSCAPE PLAN



BENCHMARK	
1. Asses Circular Benchmark No. 3033.	
2. Asses PLAT.	
3. Minnesota Department of Transportation	
4. DSD Station No. 303.	
5. (Name) (DOB) (AB 93).	
6. (Name) (DOB) (AB 93).	



The subsurface utility information shown on this plan is utility quality level 0. This quality level was determined according to the guidelines of C/AISC 30-02, entitled "Standard Guidelines for the Collection and Depiction of Existing Subsurface Utility Data."

Carlson McCain
Environmental & Engineering Services
3850 Pleasant Ridge Drive NE
Suite 100, Blaine, MN 55449
Phone: 763-489-7900 Fax: 763-489-7959

COVER

TURTLE PONDS 5TH ADDITION
St. Francis, MN

TURTLE MOON, INC.
1433 Bunker Lane
The Villages FL, 32162

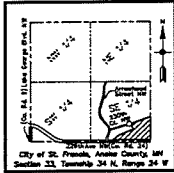
DESIGNED BY: EOE
ISSUE DATE: 7/25/19

I hereby certify that the plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Name: Brian J. Overfield, P.E.
Signature: *Brian J. Overfield*
Date: 7/25/19 License #: 70663

1 of 6

VICINITY MAP (NO SCALE)



City of St. Francis, Anoka County, MN
Section 32, Township 24 N, Range 24 W

PLANS DESCRIPTION

[Per Supplemental Title Commitment No. 119-0000, dated July 23, 2019 at 8:00 A.M., prepared by First American Title Insurance Company]

Outlot B, TURTLE PONDS 3RD ADDITION, according to the recorded plat thereof, Anoka County, Minnesota.

(Abstract Property)

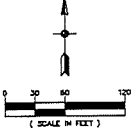
GENERAL NOTES

- 1) Bearings shown are based on the South line of Outlot B, TURTLE PONDS 3RD ADDITION, which is measured to be N87°37'45"E.
- 2) Surveyed property address - undisplayed, St. Francis, MN.
- 3) Surveyed property address - 4436.487 sq. ft. (101,077 sq. ft.).
- 4) Above ground utilities have been field located as shown. All underground utilities shown herein are APPROXIMATE. Prior to any construction or digging, contact Capital Area Gas for an accurate location (951-634-3222).

LEGEND

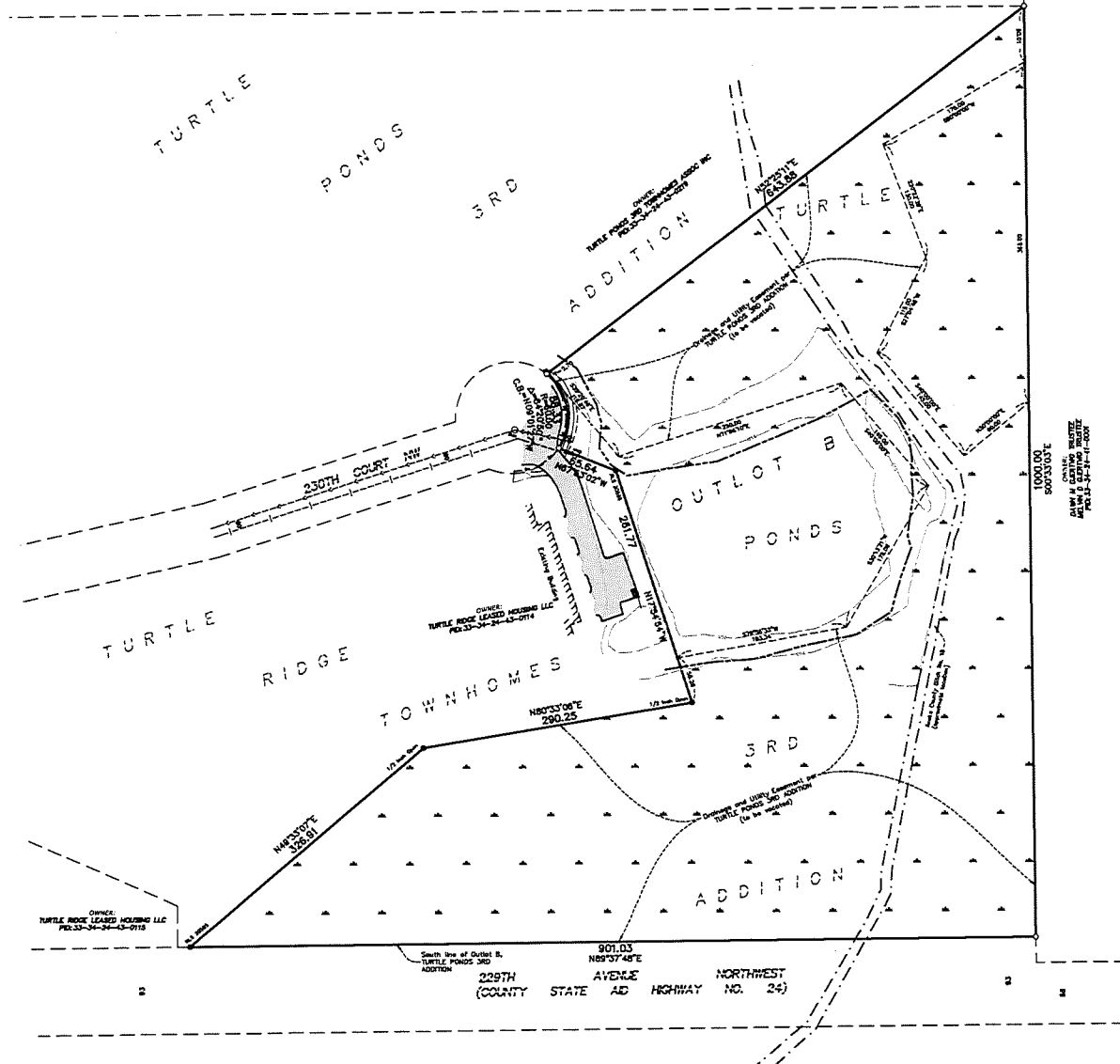
- - Denotes Found Iron Monument
- - Denotes 5/8 inch by 14 inch rebar, marked with RLS 40381
- ✱ - Denotes Light Pole
- ⊙ - Denotes Sanitary Manhole
- ⊙ - Denotes Catch Basin
- ⊙ - Denotes Curb Stop
- ⊙ - Denotes Fire Hydrant
- ⊙ - Denotes Underground Gas
- ⊙ - Denotes Watermain
- ⊙ - Denotes Sanitary Sewer
- ⊙ - Denotes Storm Sewer
- ⊙ - Denotes Blunkhouse Surface
- ⊙ - Denotes Wetlands that were delineated by KJH Engineering Environmental Services Company in 2015.
- ⊙ - Denotes Existing 2 Ft. Contour
- ⊙ - Denotes Existing 10 Ft. Contour

N



BENCHMARK

1. Anoka County Benchmark No. 3033, Elev= 91.18
2. Minnesota Department of Transportation 600 Station No. 303, Elev= 93.08, AB 51, Elev= 93.08



ENVIRONMENTAL • ENGINEERING • SURVEYING
3690 Pheasant Ridge Dr. NE #100, Blaine, MN
Phone: 763-489-7900 Fax: 763-489-7959

EXISTING CONDITIONS

TURTLE PONDS 5TH ADDITION
St. Francis, Minnesota

TURTLE MOON, INC.
1433 Bunker Lane,
The Villages, FL, 32162

REVISIONS

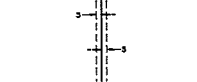
NO.	DATE	DESCRIPTION
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly licensed and active member of the State of Minnesota.

Name: Thomas S. Ruloff
Signature:

Date: 7/23/19 License #: 45161

PROPOSED
DRAINAGE AND UTILITY
EASEMENTS ARE SHOWN THUS:



being 5 feet in width, and extending into the room
between other side shown on the plan.

ORDER IS, TURTLE POWERING AND ADDITION, according to the recorded plat thereof, Ariz. County, Missouri.

GENERAL NOTES

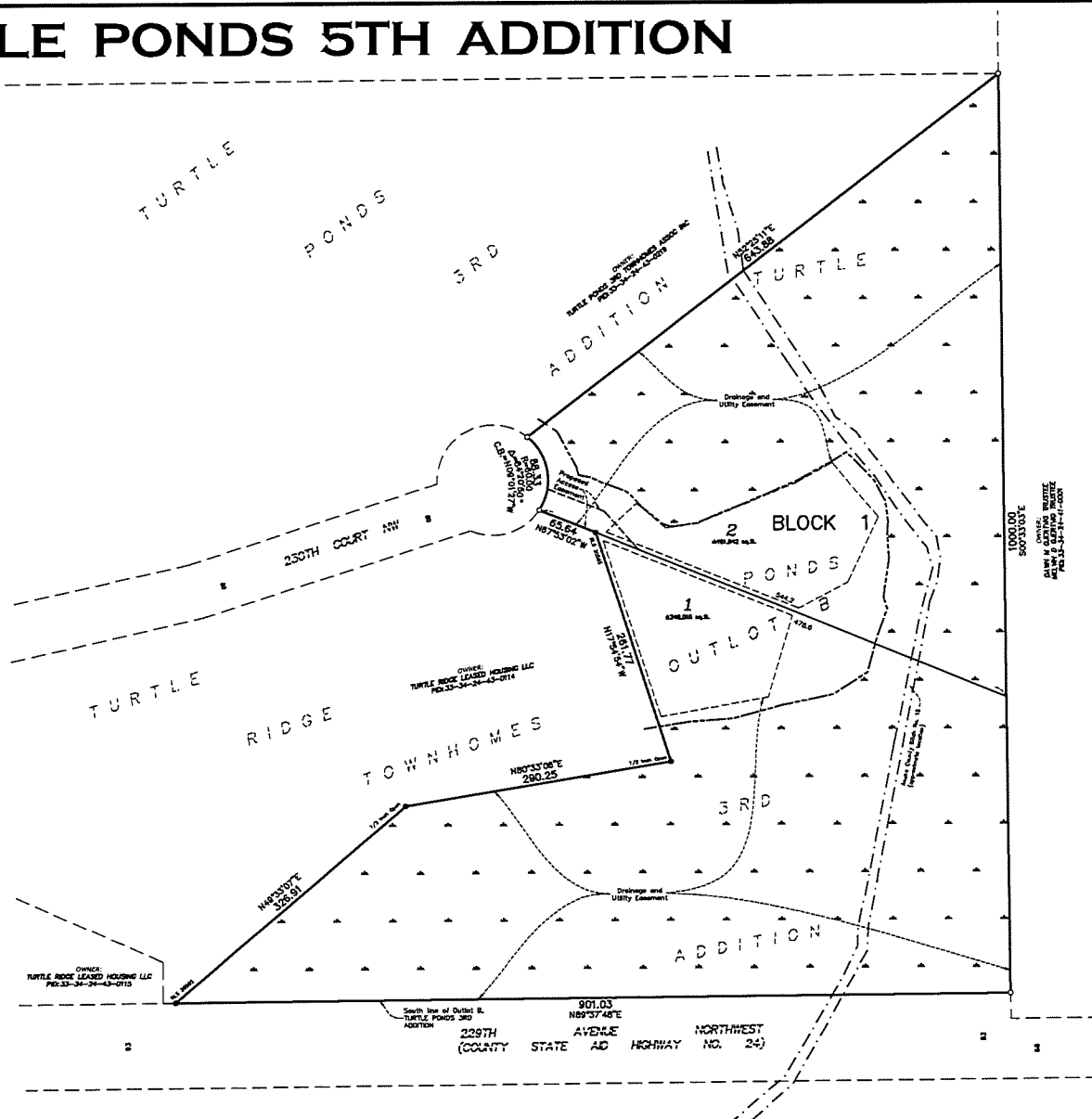
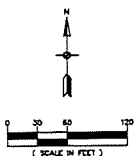
- 1) Bearings shown are based on the South line of Outlet B. TURTLE POND'S DEED ADDITION, which is measured to bear N88°27'46"E.
- 2) Surveyed property address - unimproved, St. Francis, MN.
- 3) Surveyed property contains 4328.457 sq. ft. (810.07 sqm).
- 4) Above ground utilities have been field located as shown. All underground facilities shown herein are APPROXIMATE. Prior to any excavation or digging, consult Chapter Sixteen One Call for an on-site location (877-434-5000).

SITE DATA

TOTAL SITE AREA	±10.07 AC.
TOTAL LOT AREA	±10.07 AC.
LOT 1	±3.98 AC.
LOT 2	±4.41 AC.
TOTAL NUMBER OF LOTS	2
GROSS DENSITY	0.20 LOTS/AC.
EXISTING ZONING	PUD
PROPOSED ZONING	PUD
UTILITIES	AVAILABLE

LEGEND

- -- Denotes Found Iron Monument
- -- Denotes 5/8 inch by 14 inch rebar, marked with H.S. 40361
-  -- Denotes Wetlands that were delineated by Kjaohug Environmental Services Company in 2018.



OWNER:
DAVID M. GLENN, TRUSTEE
DAVID M. GLENN, TRUSTEE
DAVID M. GLENN, TRUSTEE
P.O. 33-34-34-41-000



ENVIRONMENTAL • ENGINEERING • SURVEYING
3890 Pleasant Ridge Dr. NE #100, Blaine, MN
Phone: 763-489-7900 Fax: 763-489-7959

PRELIMINARY PLAT

TURTLE PONDS 5TH ADDITION
St. Frands, Minnesota

TURTLE MOON, INC.
1433 Bunker Lane,
The Villages, FL, 32162

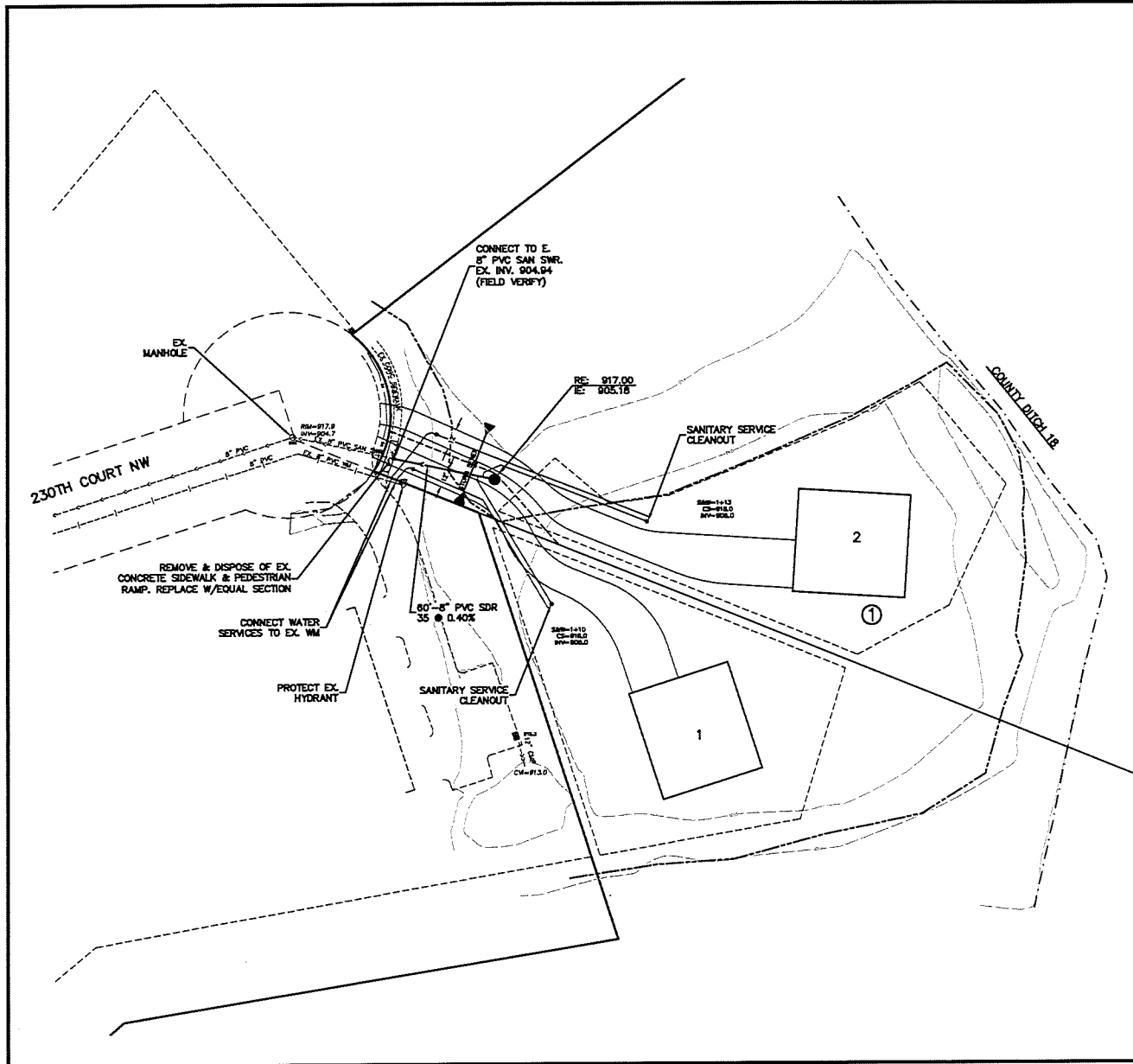
REVISIONS

1.	
2.	
3.	
4.	
5.	
6.	
DRAWN BY:	KG
ISSUE DATE:	7/25/87
FILE NO:	10

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly licensed land surveyor under the laws of the State of Minnesota.

Name: Thomas R. Radloff
Signature: [Signature]
Date: 7/25/10 License #: 40361

3 of 6

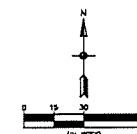


SITE PLAN LEGEND

	EXISTING	PROPOSED
LIGHT POLE		
SEWERY MANHOLE		
CLEANOUT		
MISCELLANEOUS BOX		
EXISTING SPOT ELEVATION		
EXISTING TREE		
TELEVISION BOX		
FIRE HYDRANT		
GATE VALVE		
CURBSTOP		
ELECTRIC BOX		
GAS METER		
CATCH BASIN		
RAIN GUARDIAN		
ELECTRIC METER		
MAIL BOX		
TELEPHONE BOX		
UTILITY POLE		
PLANNED EHD SECTION		
STORM MANHOLE		
SERVICE		
SOIL BORING/TEST HOLE		
RETAINING WALL		
PROPERTY LINE		
SETBACK LINE		
CURB		
WETLAND		
DITCH		
UNDERGROUND TELEPHONE		
UNDERGROUND ELECTRIC		
UNDERGROUND FIBER OPTIC		
UNDERGROUND GAS		
OVERHEAD ELECTRIC		
SANITARY SEWER		
WATERMAIN		
STORM SEWER		
FENCE		
EXISTING FENCE AS NOTED		
CONCRETE SURFACE		
RETAINING SURFACE		

GENERAL NOTES:

1. SANITARY SEWER SERVICES SHALL BE 4" PVC SDR 26 UNLESS OTHERWISE NOTED.
2. WATER SERVICES SHALL BE 1.5" HDPE AND SHALL HAVE 8.0' MINIMUM COVER.
3. SANITARY SEWER SERVICE WYES ARE STATIONED FROM THE DOWN STREAM MANHOLE.



BENCHMARK	
1. Anoka County Benchmark No. 3033	Dist. = 911.81
2. Minnesota Department of Transportation	OSD Station No. 803
Corner CDS AB 5	Dist. = 842.48

**Carlson
McCain**
ENGINEERS
3850 Pleasant Ridge Drive NE
Suite 100, Blaine, MN 55449
Phone: 763-489-7900 Fax: 763-489-7959

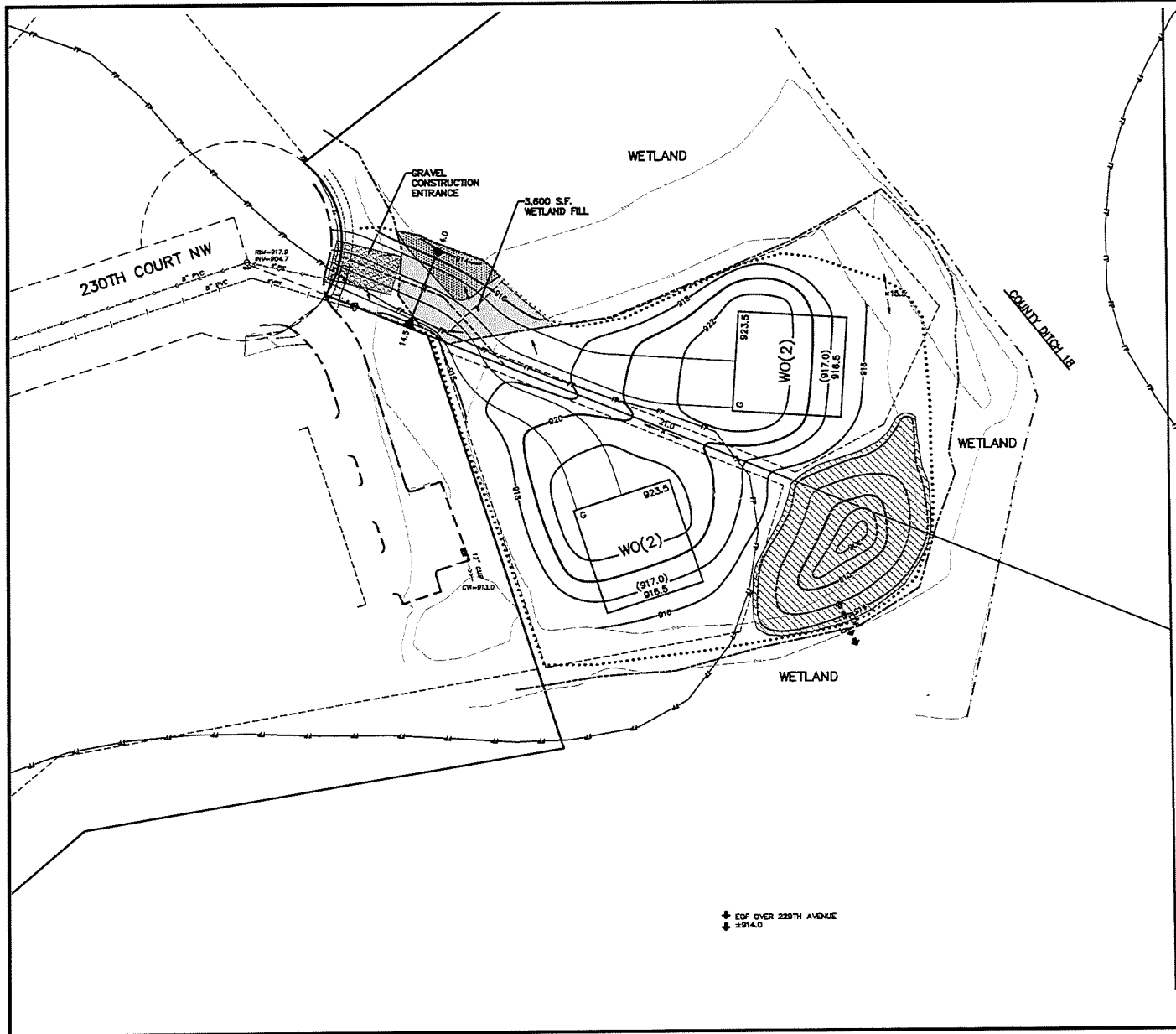
PRELIMINARY SITE & UTILITY PLAN

TURTLE PONDS 5TH ADDITION
St. Francis, MN

TURTLE MOON, INC.
1435 Bunker Lane
The Villages FL, 32162

DRAWN BY:	ADG
DESIGNED BY:	ADG
ISSUE DATE:	12/2/14

I hereby certify that the plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.
Name: Brian J. Crystal, P.E.
Signature:
Date: 12/2/14 License #: 23053



EXISTING	PROPOSED
PROPERTY LINE	PROPERTY LINE
EASEMENT LINE	EASEMENT LINE
CLUB LINE	CLUB LINE
WETLANDS	WETLANDS
CONCRETE	CONCRETE
SANITARY SEWER	SANITARY SEWER
STORM SEWER	STORM SEWER
WATER MAIN	WATER MAIN
DRAINAGE UTILITY	DRAINAGE UTILITY
STORM CATCH BASIN	STORM CATCH BASIN
STORM MANHOLE	STORM MANHOLE
OUTLET CONTROL STRUCTURE	OUTLET CONTROL STRUCTURE
HYDRANT	HYDRANT
GATE VALVE	GATE VALVE
TELEPHONE BOX	TELEPHONE BOX
UTILITY POLE	UTILITY POLE
RETURNING WALL	RETURNING WALL
FENCE	FENCE
10' CONTOUR	10' CONTOUR
FOUR FLOOD PLAIN	FOUR FLOOD PLAIN
WETLAND LINE	WETLAND LINE
SPOT ELEVATION	SPOT ELEVATION
DRAINAGE OVERFLOW	DRAINAGE OVERFLOW
SILT FENCE	SILT FENCE
TRAIL FENCE	TRAIL FENCE
TREELINE	TREELINE
SOIL BORING	SOIL BORING

WETLAND FILL SUMMARY

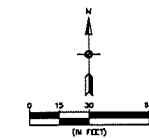
WETLAND FILL = 3,600 SF

NOTE: WETLAND REPLACEMENT CREDITS TO BE PURCHASED IN LIEU OF ON-SITE REPLACEMENT.

FLOODPLAIN SUMMARY

EXISTING FLOODPLAIN ELEVATION = ±914.5
EXISTING HWL = ±914.0
FLOODPLAIN FILL = 20 CY
FLOODPLAIN MITIGATION = 170 CY

*COUNTY DITCH NO. 18 HWL IS ASSUMED. 100 YR HWL FLOODPLAIN ELEVATION ASSUMED AT 914.5. (0.5' ABOVE EDF OVER 229TH AVENUE.)



BENCHMARK	
1. American Society of Civil Engineers	ASCE
2. Minnesota Department of Transportation	MDOT
3. Minnesota Department of Natural Resources	DNR
4. Minnesota Department of Agriculture	MDA

**Carlson
McCain**

ENVIRONMENTAL-ENGINEERING
3500 SHILOH RD. S.W.
Suite 100, Blaine, MN 55447
Phone: 763-489-7900 Fax: 763-489-7959

PRELIMINARY GRADING
& EROSION CONTROL PLAN

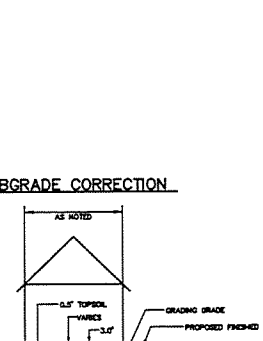
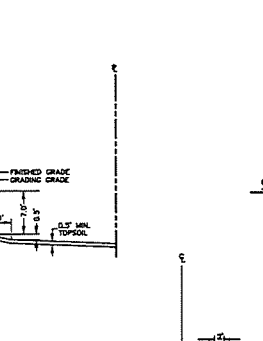
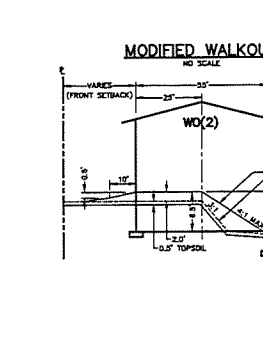
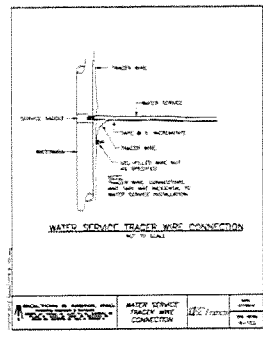
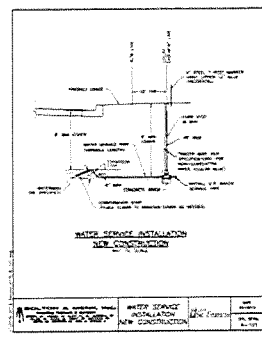
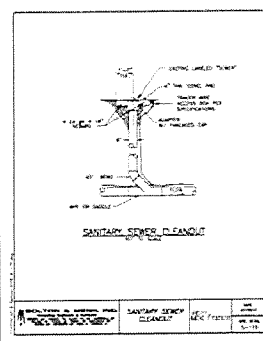
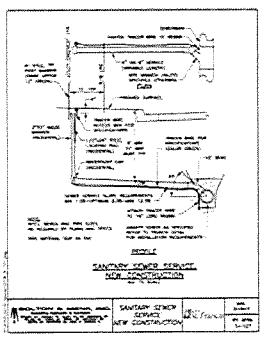
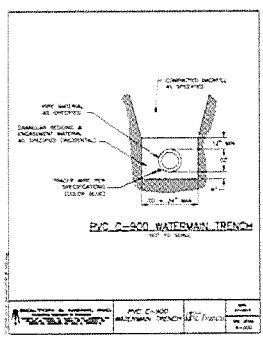
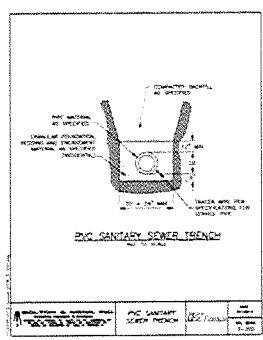
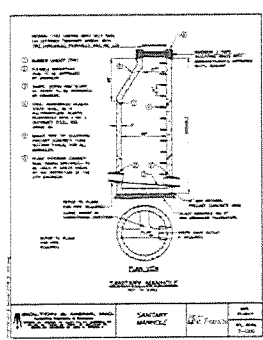
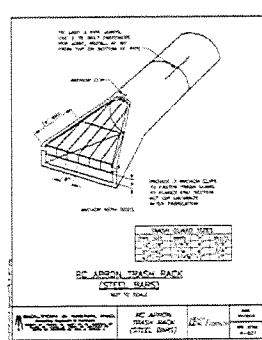
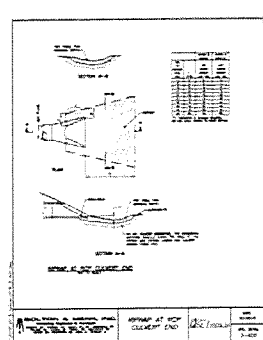
TURTLE PONDS 5TH ADDITION
St. Francis, MN

TURTLE MOON, INC.
1433 Bunker Lane
The Villages FL, 32162

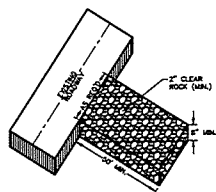
DRAWN BY: JDB
DESIGNED BY: SK
ISSUE DATE: 7/25/16

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

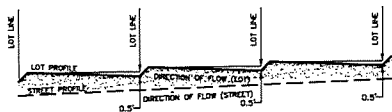
Name: Eric J. Vonnahme, P.E.
Signature: [Signature]
Date: 7/25/16 License # 70603



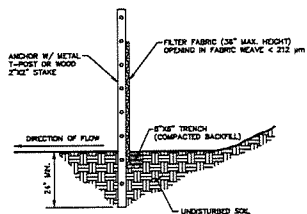
ROCK CONSTRUCTION ENTRANCE



LOT BENCHING DETAIL



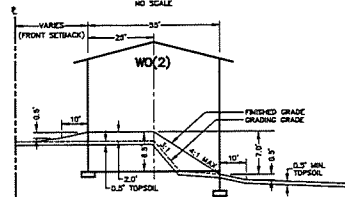
SILT FENCE



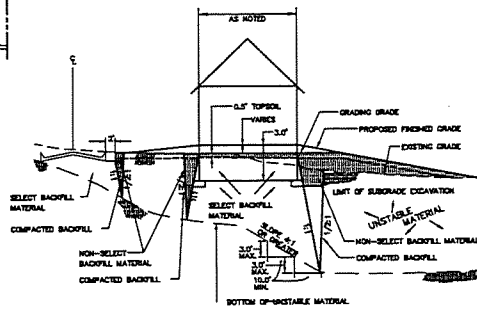
NOTES:

1. DIG A 6" TRENCH ALONG THE EXTENDED SILT FENCE LINE.
2. DRIVE ALL ANCHOR POSTS INTO THE GROUND AT THE DOWNHILL SIDE OF THE TRENCH.
3. POSTS SHALL BE SPACED A MAXIMUM OF 6 FEET APART.
4. LAY OUT SILT FENCE ALONG THE UPHILL SIDE OF THE ANCHOR POSTS AND BACK FILL 6" TRENCH.
5. SECURELY ATTACH SILT FENCE TO ANCHOR POSTS W/ MINIMUM OF THREE ATTACHMENTS PER POST.
6. SEE MUDOUT SPECIFICATIONS 2070 & 3096.

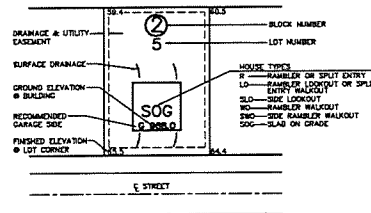
MODIFIED WALKOUT



SURGRADE CORRECTION



GRADING PLAN LOT KEY



TURF ESTABLISHMENT

TURF ESTABLISHMENT SHALL APPLY TO ALL DISTURBED AREAS AND SHALL BE ACCORDING TO MUDOUT STANDARD SPECIFICATIONS FOR CONSTRUCTION (2000) EXCEPT AS NOTED BELOW.

TURF ESTABLISHMENT SHALL OCCUR AS SOON AS POSSIBLE BUT IN NO CASE MORE THAN 7 DAYS.

SEED: MUDOUT MIXTURE 250 AT 70 POUNDS PER ACRE.

DORMANT SEED: SHALL BE APPLIED AT TWICE THE NORMAL RATE AFTER NOVEMBER 1ST.

MULCH: TYPE 1 AT 2 TONS PER ACRE (DISK ANCHORED).

FERTILIZER: TYPE 24-12-24 AT 300 POUNDS PER ACRE.

Carlson McCain
 ENVIRONMENTAL ENGINEERING & SURVEYING
 1000 BUNKER LANE, SUITE 100
 ST. FRANCIS, MN 55445
 Phone: 763-489-7900 Fax: 763-489-7959

DETAILS
TURTLE PONDS 5TH ADDITION
 St. Francis, MN

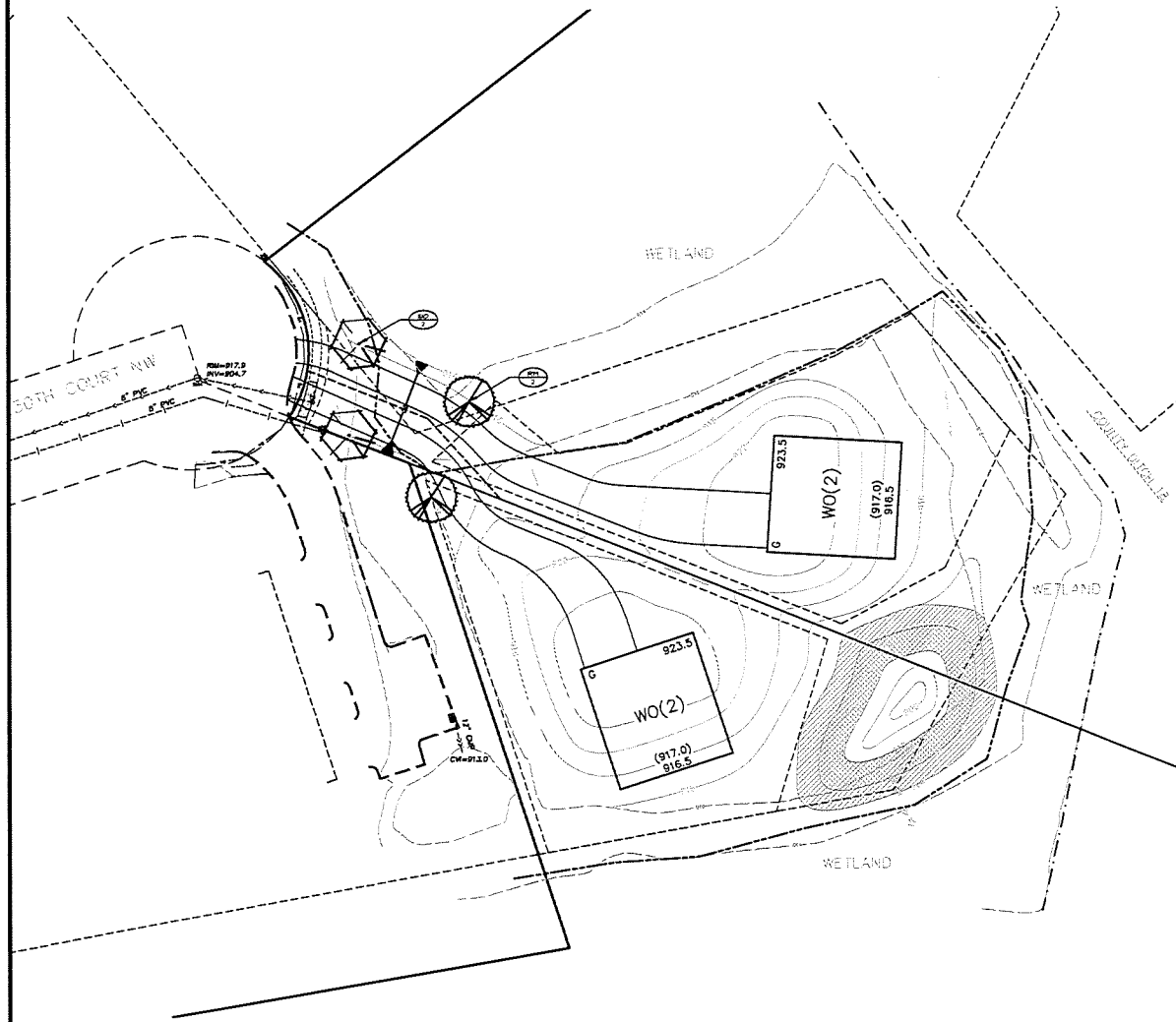
TURTLE MOON, INC.
 1433 Bunker Lane
 The Villages FL, 32162

Drawn by: JDN
 Designed by: JDN
 Issue Date: 7/25/19

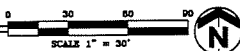
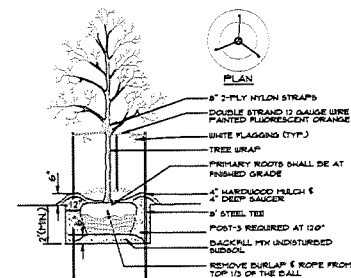
I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.
 Name: Brian J. Cronin, P.E.
 Signature: *Brian J. Cronin*
 Date: 7/25/19 License #: 25603

- TWO TREES SHALL BE INSTALLED BY THE BUILDER/HOMEOWNER

LANDSCAPE LEGEND										
KEY	SYMBOL	SCIENTIFIC NAME	COMMON NAME	SIZE	MOIST	DTY	SUNSH	SHADE	WATER	PLANT
		OFF-ROAD TREES								
WO		Quercus bicolor	SWAMP WHITE OAK	2.5'	BB	2	15'	50'		
RM		Acer rubrum "Redwoods"	NORTHWOODS MAPLE	2.5'	BB	2	14'	50'		



1 SITE LANDSCAPE PLAN
L1

[illegible]

NOTE: SEE PLANTING NOTES FOR THE TYPE OF MULCH MATERIAL TO USE.
PLANTING DEPTH: TREES SHALL BE INSTALLED SO PRIMARY ROOTS ARE AT FINISHED GRADE. DO NOT PLANT TOO DEEPLY OR TREES SHALL BE REJECTED AND WILL REQUIRE CORRECTIONS.

SEED MIX LEGEND (FORAL SPECIES)		
SYM.	TYPE	SEED MIX
	NATIVE WET PRAIRIE	MM SEED MIX 34-372 (ON-DRAIN WTS)
	WETLAND FRINGE	MM SEED MIX 35-222 (ON-DRAIN WTS)
	COMMERICAL TURF - SOID	HIGHLAND SOID
	MINDOT 260 ALL AREAS DISTURBED BY CONSTRUCTION NOT INTENDED SOIDED, OR RETENTION BASINS	MM SEED MIX 35-182 (ON-DRAIN WTS) & (USE EROSION CONTROL BLANKET FOR SLOPES OVER 3:1)

**Carlson
McCain**
ENVIRONMENTAL • ENGINEERING • SURVEYING
3890 Phessant Ridge Drive NE,
Suite 100, Blaine, MN 55449
Telephone: 763-489-7900 FAX: 763-489-7959

PRELIMINARY GRADING
& EROSION CONTROL PLAN

TURTLE MOON, INC.
1433 Bunker Lane
The Villages FL 32162

DRAWN BY:	JAK
DESIGNED BY:	JAK
ISSUE DATE:	20/01/01

I hereby certify that this plan, specification or report was prepared by me or under direct supervision and that I am a duly Licensed Landscape Architect under the laws of the State of Minnesota.

Name: James A. Kollus RLA

Signature: James A. Kollus

Phone: 727516 License #: 45072

L1 of 1

MEMORANDUM

Hoisington Koegler Group Inc.



To: St. Francis City Council
From: Hoisington Koegler Group Inc. Project Team
Subject: Comprehensive Plan Draft Revisions
Date: September 30, 2019

In March of 2019 the City Council authorized the submission of St. Francis 2040, the City's Comprehensive Plan Update to the Metropolitan Council for review. Staff has been working with the Metropolitan Council to revise the Plan as needed to be considered complete for review. Many of these revisions have been minor and technical in nature. However, a few changes are more substantial, and therefore Staff wanted to inform the Council of these changes before resubmitting.

The 2040 Comprehensive Plan has been revised to respond to the comments received. A majority of the requested revisions are located in the Land Use, Housing, and Wastewater chapters.

The following changes were made to the Comprehensive Plan:

- Re-categorize the land within the Rural Wild & Scenic district as "urban reserve."
- Additional language has been added regarding the City's existing policy for reducing and preventing inflow and infiltration for the City's system.
- Because the City's growth is anticipated to occur mainly within the MUSA boundaries, an adjustment to the City's affordable housing allocation was required. The affordable housing need allocation was increased to 213 units.
- Additional housing tools have been included in the Housing Implementation Tools table in the Housing Chapter (Fair Housing Policy, HIAs, partnerships with sources of preservation funding, local 4(d) tax incentives program, preservation of manufactured homes).

No action is requested for this agenda item. This memo is meant to inform the Council of the changes being made to the draft 2040 Comprehensive Plan and to provide an opportunity for review and feedback. Staff will provide a presentation discussing the changes made to the Comprehensive Plan at the City Council meeting.

TO: Mayor & City Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: Schedule a Worksession
DATE: October 7th, 2019

OVERVIEW

Staff is looking to schedule a worksession to continue to discuss the Highway 47 project with MNDOT.

It is believed that a more informal setting for the worksession may be beneficial. Staff is proposing the following potential dates to propose to MNDOT:

- 1) Wednesday October 23rd – 6:00 p.m. – Community Room
- 2) Monday October 28th – 6:00 p.m. – Community Room
- 3) Wednesday October 30th – 6:00 p.m. – Community Room

Recommended Action:

Provide Staff with direction for a time and date for the worksession to propose to MNDOT.

Community Development

Quarterly Report of July through September 2019

MnDOT

The second open house for the public was held Thursday, September 19th, at the First Baptist Church. On October 3rd MnDOT invited businesses in to express their opinion in regards to the proposed designs and the impact on the business community. A survey is available for anyone wishing to comment on the MnDOT website until October 10th.

Economic Development

- **Kwik Trip** –opened its doors on August 15th.
- **Meridian Behavioral Health**– building permits were received by the City June 2019. Building permits are under review with Metro West. Waiting on developer to move forward.
- **Senior Living Project** – PUD approved for 229th Avenue site on February 2018. No word on timeline or plans for this project.
- **3518 Bridge Street** –Design standards and an RFP were developed to propose a use beneficial to the city as a whole that meets what citizens requested in redevelopment and comprehensive planning efforts. RFP will be released with October economic development events.
- **3757/3765 Bridge Street** – sites are clean and seeded. Market study shows site will support a retail multi-tenant building. With the completion of design standards, staff will move forward with marketing efforts on these properties.
- **3731 Bridge Street** – EDA acquired the property, demolition RFP's were released and will be selected in October for demolition this fall. Grant funds requested from State were not awarded for the extension of Woodbine. Once site cleaned, staff will continue to work with access and marketing for high density infill housing.



AC Regional Economic Development –St. Francis is part of the Executive Committee and marketing committee to continue involvement in county wide efforts. The group has held several events including a lender and business meeting and will continue with two separate Broker/Realtor events this fall. This group allows St. Francis the opportunity to engage in positive marketing and engagement events to promote growth and available land. For more information on this initiative visit the website at <https://www.anokacountysuccess.org/>.

Housing Development

Rivers Edge Development –Three areas of this development have been approved for a final plat by Council. The first area has homes that continue to be built upon. The second and third areas will have the installation of roads and infrastructure in the spring. Once roads are in the owner can sell lots to local contractors for building. When all three areas are under construction it will identify the three available housing types; large home- river lots, villas and traditional single family.



Woodhaven Expansion – garages are in and the property has 13 houses on site. Some of the new homes are models and will not be immediately filled with occupants. New homes continue to be added.

Meadows Townhomes –The City has partnered with Joshua Markum homes to finish this development. Two, 4-unit buildings are under construction and moving forward.

Turtle Ponds, East and West – these preliminary plats finalize two vacant pieces in the Turtle Ponds development area. One parcel will be divided in half for two single family homes while the second is proposing smaller townhome lots.

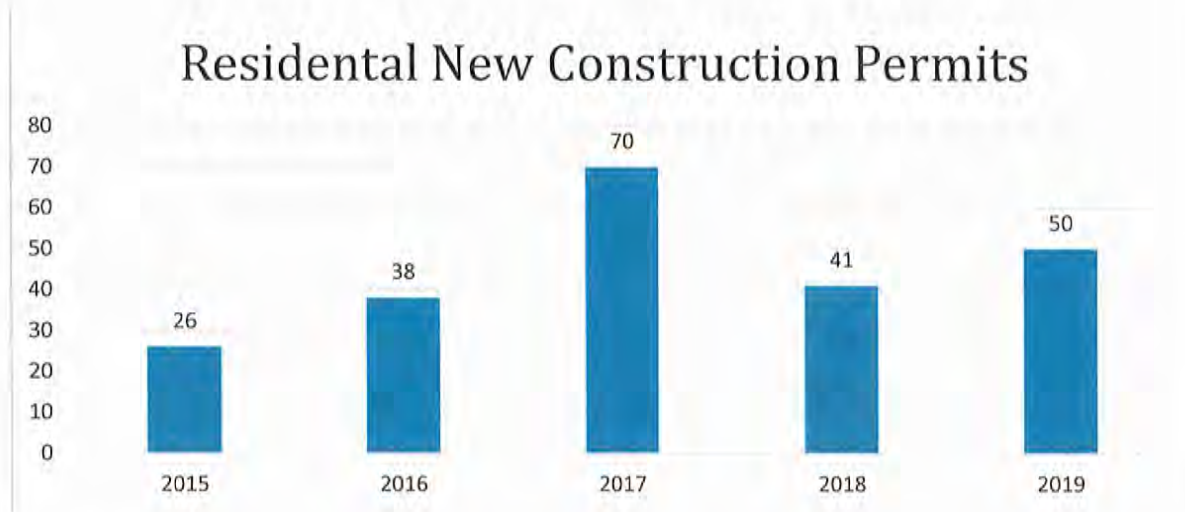
Swiss Landing – a concept plan for the NE corner of Ambassador and Hwy 47 was discussed and the addition of 164 new single family homes. This is one of the required steps from the city that a developer must go through. The next step would be the preliminary plat and public hearing wen the developer is ready to move forward.

Chelsey Gardens Townhomes – this ten (10) unit structure is under development. This is the final building of the four anticipated units.

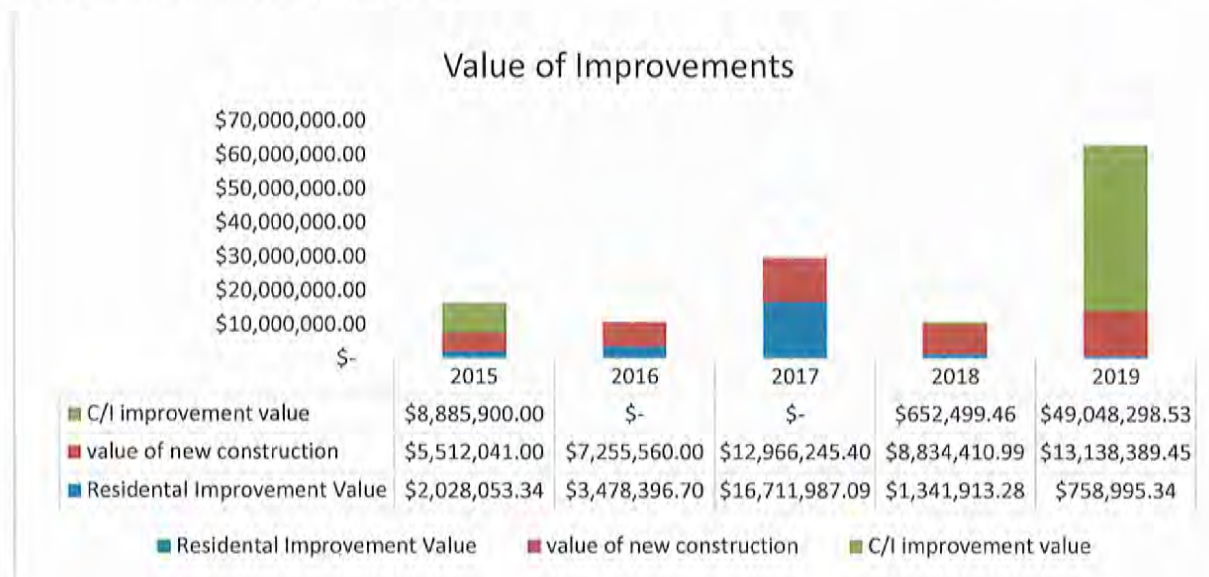


Building Department

The City has made it through the peak building season and, to date, have received a higher number of new home permits than in 2018. There are a handful of permits under review but construction will begin to slow down for the winter. From the beginning of the year through September 30th, the city has received and issued 50 new construction permits of which 33 were during the third quarter of the year. Below are statistics as to where the City is at, year to date.



Permit value is an important indicator in regards to the overall investment in the city. There is high importance in the upkeep and sustainability of existing housing and building stock. It is important to maintain what is already in place to ensure it continues to serve a need and adds value to the community. Much of this year's value, as identified in the C/I Improvement value, has been due to the school district remodeling projects.



Permit revenue is based on both counter permits (flat fee items such as fences, roofs, etc.) and projects that are based on a valuation schedule. All permit costs are identified in the City fee schedule. Fees are utilized to cover expenses of the permit process such as administration, inspections, engineering and planning if necessary. Each year the city reports to the State its revenues and expenses.

The City has had several large permits in 2019 due to commercial and school projects. This increase is reflected in the permit revenue. As seen in 2017 revenues reflected the high number of new single family homes.



Administration

- Ordinances- staff continues to work on ordinance updates, those include:
 - Rental Licenses program updates
 - Pawnbroker updates
 - Creation of a self-storage facility ordinance
 - Updates to outdoor storage and attached garages
- Comprehensive Plan – the final document was submitted to Met Council for a third time to get through the completeness review. Delays were created due to the DNR overlay area within our plan that required negotiation to move forward.
- Rental and Vacant programs – updated property lists from Anoka County were reviewed again the properties identified in the City that are not owner occupied. Several properties were noted as not being registered and others that had sold and are no longer vacant. Staff is working to update property owners of registration needs and code changes that affect rentals.
- Conditional Use Permits – properties with land use permits are being reviewed to determine if the reason for the permit still exists. Properties are inspected and if use is no longer in place will be removed from the property.

Code Enforcement

With recent changes in staffing, Council requested updates in the handling of Code Compliance issues. In working with the Police Department the following changes have been made in the actions and process of code enforcement:

Existing Process	Changes – in addition to existing process
Complaint brought to City Hall	PD Identifies property with issue/concern. Current issue looking for: vehicles, trailers, boats, parking and inoperable
Inspection and photographs	Door knock or phone call to property owner
Send letter to property and owner if rental situation	Letter left with property owner with and/or without contact made. Letter provides a deadline for compliance
Date provided to become compliant, second inspection completed	Property information transferred to Community Development
Issues resolved- file closed Issues un-resolved – citation sent	Upon deadline, inspection made
Process continues until issues are resolved	If not in compliance, moved to existing process identified



Between April and October code issues are at their highest. Over the summer staff dealt with several calls about long grass (including businesses), dog feces, trailers and vehicles, junk and debris. On September 30th, staff had 30 active code complaints in process. Some of these complaints will be resolved and closed out, while a handful continue to be properties that resurface annually or refuse to comply. Of those complaints, 18 are related to some type of vehicle issue.

Two properties that received Council extended compliance deadlines both met the requirements.

- 24xxx Partridge St, excessive junk and debris, too many accessory structures. Council approved extended deadlines, property owner met deadline and file was closed
- 23xxx Nightingale St, excessive vehicles, junk and debris. Council approved extended deadline, property owner met deadline and file was closed

The Following properties are properties that are multi-year and ongoing code enforcement efforts:

- 22xxx Rum River Blvd, nuisance property – Staff provided property owner with reasonable deadlines to address property to complete remodel or demolish. Deadlines were missed, property was moved to a Council work session for further discussion.
- 5xx 245th Ave NW, multiple dogs – property has had issues with dogs for multiple years. City brought through court process. Owner brought dogs back. City received updated complaint and working on issues. Property has also foreclosed.
- 45xx 233rd Lane NW, continuous complaints of vehicle and noise issues. Property also running a business from property as identified from Secretary of State.
- 23xxx Ambassador Blvd, parking and vehicle issues. Small progress made occasionally but issues still remain.
- 23xxx Pederson Drive, property is a rental, issues with vehicles and business being operated out of the garage. Code enforcement will continue to make corrections.
- 38xx 225th Lane, rv parked in back yard, property owner refuses to take action and remove. Citations have been issued and staff continue pursue compliance.