

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
SEPTEMBER 3, 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 – August 19 2019
 - B. Proclamation “October Domestic Violence Awareness Month” Resolution 2019-36
 - C. Acknowledge the Donation from Kwik Trip to the Fire Department, \$1,000
 - D. Accept the Resignation of Rhonda Knutson from the Liquor Store
 - E. City Council Work Session Notes – August 14, 2019
 - F. Police Department Surplus Property – Bikes Resolution 2019-37
 - G. Payment of Claims
5. MEETING OPEN TO THE PUBLIC
6. SPECIAL BUSINESS
7. PUBLIC HEARINGS
8. OLD BUSINESS
9. NEW BUSINESS
 - A. Ordinance 252, Second Series - Approving the rezoning Outlot A of Rivers Edge 1st Addition form R-2 to Rivers Edge PUD (2nd Reading)
 - B. Swiss Landing – Concept Plan
 - C. Ordinance 253, Second Series – Outdoor Storage (First Reading)
 - D. Ordinance 254, Second Series – Accessory Structures (First Reading)
 - E. Setting City Council Work Session
10. MEETING OPEN TO THE PUBLIC
11. REPORTS
 - A. Councilmember Reports -
 - B. Upcoming Events –
 - Sept 16 City Council Meeting @ St. Francis Area Schools District Office 6:00 pm
 - 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
12. ADJOURNMENT

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

**CITY COUNCIL MINUTES
AUGUST 19, 2019**

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

The regular City Council meeting was called to order at 6:00 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 BAUER SECOND UDVIG APPROVE THE CONSENT AGENDA ITEMS A-G AS FOLLOWS:

- A. City Council Minutes – August 5, 2019
- B. Pay Estimate #1 to North Valley Inc. for Kings Hwy/Riverbank Lane Improvement Project
- C. Hose Reel Irrigator– Surplus Property Resolution 2019-32
- D. Acknowledgement of MN Gambling Permit for SF Lions-Bingo on 11-9-19 @ St. Francis American Legion
- E. Acknowledgement of MN Gambling Permit for SFYHA-Raffle on 9-21-19 @ St. Francis American Legion
- F. Accept the Resignation (Effective October 1, 2019) of Streets & Parks Works Mark Sorenson and Authorization to fill the Vacancy
- G. Authorization to adjust Public Works/Police Records Clerk to Grade 6 Step 5
- H. 2019 Routine Bobcat Buyback – Crawford Equipment
- I. Payment of Claims \$597,389.45 (ACH 264E-265E \$173,718.25 and Check #'s 76257-76335 \$347,436.50)

Motion carried 5-0.

5. **MEETING OPEN TO THE PUBLIC**

None

6. **SPECIAL BUSINESS**

Community Development Director Kate Thunstrom stated Brad Scheib from HKGi is running late and asked if the council could move on to new business, 9 A and take that item first.

Brad Scheib arrived at 6:05 pm.

9. **NEW BUSINESS**

A. Ordinance 251, Second Series - Amending Chapter 10, Section 71, I 1 Light Industrial to include Storage Facilities within the permitted CUP and Amending Chapter 6 Business Regulation and Licensing adding Section 14 – Storage Units/Self Storage Units (Second Reading)

Thunstrom gave the background on the reasoning for this ordinance amendment. There were no public comments at the Planning Commission. Council reviewed changes from the Planning Commission at August 5, 2019 council meeting. No additional comments from council on the second reading.

MOTION BY UDVIG SECOND MUEHLBAUER APPROVING THE SECOND READING OF ORDINANCE 251, SECOND SERIES AMENDING CHAPTER 10, SECTION 71, I 1 LIGHT INDUSTRIAL TO INCLUDE STORAGE FACILITIES WITHIN THE PERMITTED CUP AND AMENDING CHAPTER 6 BUSINESS REGULATION AND LICENSING ADDING SECTION 14 – STORAGE UNITS/SELF STORAGE.

Roll Call: Ayes: Robinson, Muehlbauer, Feldman, Bauer and Udvig,
Nays: None

Motion carried 5-0

6. **SPECIAL BUSINESS**

A. HKGi: Design Standards - Bridge Street Design Guidelines.

Schreib stated the intent is to introduce this to you tonight in a power point presentation. You can accept it as a guiding document. Larger document but built so it can be used easily on line. This document was included in the August 19, 2019 City Council packet.

- Feldman said again, this is just a guide. Like to have a good base to work with, good plan.

-Muehlbauer said he likes the plan not sure how it will work with the county roads

- Robinson like the overall concept but would prefer multi use trails be included.

Shows we care and shape the vision of the city.

- Bauer well put together plan. Not sure about the setback along the county roads.

Let's get those set back figured out first then set the plan. Like the vision of the plan and like the west bridge street plan carried all the way to the east.

- Udvig a good plan and gets you thinking of where things can go and implement them.

- Feldman concern is how flexible the county will be with the set backs. The future of Bridge Street will change. Good plan, good start.
MOTION BY MUEHLBAUER SECOND UDVIG TO ACCEPT THE BRIDGE STREET DESIGN GUIDELINES. Motion carried 5-0.

7. **PUBLIC HEARING**

None

8. **OLD BUSINESS**

None

9. **NEW BUSINESS**

A. Was moved up on the agenda.

B Rivers Edge 3rd Addition – Preliminary Plat, Final Plat and Grading Approvals
Feldman wants to clarify a couple things on the preliminary plat and final plats. It had to do with the number of lots in this addition.
Thunstrom said we will not do the grading approval tonight and will potentially move that to the September 3rd meeting. The applicant, Dale Willenbring of St. Francis Land Development, LLC is moving forward with the 3rd Addition.

Brad Scheib of HKGi said he would walk through and explain what is all needed with his power point presentation of the staff report for the Rivers Edge 3rd Addition. Preliminary Plat in the 3rd Addition includes 30 lots but this Phase will include 10 lots. Planning Commission recommended denial 5-1 because of the park dedication and no trail. That was about a year ago and a trail has been discussed with staff. Staff is recommends approval.

Feldman asked about the city owned land that abuts this property. Thunstrom stated the land has not been transferred as of yet.

Bauer asked about the County trail being extend.

Feldman asked about the setbacks, and the park dedication would be \$2,500 per lot. Scheib said right now, the applicant is getting preliminary plat approval for 30 lots but final on just 10 lots.

Robinson asked about the drainage to make sure the same thing doesn't happen like what happened in the development north of the Hardware Store.

Thunstrom said the plat you are talking about is the Rum River Terrace. That development was platted and re-platted at a later date. That is when some of the problems occurred.

Feldman agrees that we need to look at drainage now so homeowners have a problem in the future.

Muehlbauer, Udvig and Bauer didn't have any further questions.

1. Amendment to the Planned Unit Development Established in Resolution 2018-14 including Preliminary Plat Approval for Rivers Edge Planned Unit Development - Resolution 2019-33

MOTION BY MUEHLBAUER SECOND ROBINSON TO ADOPT RESOLUTION 2019-33 APPROVING THE DEVELOPMENT STATE PUD AMENDMENT AND PRELIMINARY PLAT FOR RIVERS EDGE 3RD ADDITION WITH THE FINDINGS OF FACT AND CONDITIONS PRESENTED BY STAFF. Motion carried 5-0.

2. Final Plat and final Plans for the 3rd Addition of the Rivers Edge Planned Unit Development - Resolution 2019-34

MOTION BY BAUER SECOND ROBINSON ADOPTING RESOLUTION 2019-34 APPROVING THE FINAL PLAT FOR THE 3RD ADDITION OF RIVERS EDGE WITH THE FINDINGS OF FACT AND CONDITIONS AS PRESENTED BY STAFF. Motion carried 5-0.

3. Ordinance 252, Second Series – Approving Rezoning Outlot A Rivers Edge North from R-2 Urban Single Family Residence to Rivers Edge Planned unit Development

MOTION BY MUEHLBAUER SECOND UDVIG APPROVING THE FIRST READING OF ORDINANCE 252, SECOND SERIES APPROVING THE REZONING OUTLOT A OF RIVERS EDGE 1ST ADDITION FROM R-2 TO RIVERS EDGE PUD.

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

4. Conditional Use permit for the Construction of public Roads within the Rum River Management District – Resolution 2019-35

MOTION BY UDVIG SECOND BAUER APPROVE RESOLUTION 2019-35 APPROVING THE CONDITIONAL USE PERMIT ALLOWING THE CONSTRUCTION OF PUBLIC ROADS WITHIN THE RUM RIVER MANAGEMENT DISTRICT WITH THE FINDINGS OF FACT AND CONDITIONS AS PRESENTED BY STAFF. Motion carried 5-0.

C. Street Lighting for Crosswalks on Pederson Drive

Public Works Director Paul Teicher explained the proposed nighttime street lighting for the crosswalks just west of County market on Pederson Drive. Currently there is no street lighting to illuminate either of these crosswalks. Connexus Energy provide the City with a proposal to light these two crosswalks with a single LED cobra head light

fixture. The cost for this project is \$6,706.75 with a monthly maintenance fee of \$6.76 per light.

Feldman said this was brought to my attention at a MnDOT meeting. I then asked Paul to see what could be done. There is a monthly fee that we pay with all lights in St. Francis. However, the maintenance of the streetlights is included with the fee.

- Udvig I think we have a lot of lighting issues in the city. Good idea.
- Bauer good idea, asked about solar energy. Not sure what the price difference would be. Good safety idea.
- Feldman said in regards to solar energy if they get covered or cloudy weather, bad battery they would not work.
- Muehlbauer all for it.
- Robinson all for it as well. Will help illuminate a dark area too.

Teicher said I don't believe Connexus would cover the maintenance cost for solar lights.

MOTION BY MUEHLBAUER SECOND UDVIG TO APPROVE STAFF TO ORDER WORK TO BE COMPLETED AS PROPOSED BY CONNEXUS ENERGY. Motion carried 5-0.

10. **MEETING OPEN TO THE PUBLIC**
None

11. **REPORTS**

A. **Department Reports – Public Works Monthly Reports**

Teicher gave the monthly report. With all the rain, more grading and mowing. More vandalism in the parks during the summer months too. Even with the amount of rain, we did pump a significant amount of water. Lots of locates. Eight pumps pulled because of all the rags. Unfortunately still seeing ads on the flushable cloths. They are not flushable, throw them in the trash.

-Bauer said two man hours pulling pumps this month, over \$350 for staff time to pull them.

-Udvig good report. Don't put things down your toilet. Would like to see an increase in the number of benches by the playground area.

-Muehlbauer nothing to report.

-Robinson asked about the LePage recycling events. Teicher those events are part of our whole recycling Anoka County program. We do have staff at that sight and some volunteer groups. This last event was the highest number of vehicles coming through even with the pouring rail. We are advertising more. I feel it is a successful event. They provide the vendors. Also what about standalone wells for irrigation. Teicher stated for sand points they must be put in per MN DNR rules. The city cannot regulate the construction of a well. If they ever were ever have to abandon that they

have to have a license well driller to abandon the well. More of a concern is that they register it and contact the MN Department of Health and have a back flow prevention, and is for irrigation purposes only.

-Feldman asked if we have that information on our website. Teicher said I will check to see if we have it on our website. Feldman said that would be helpful.

B. Councilmember Reports-

- Udvig wants everyone to be aware the school board meeting now starts at 6:30 pm. They still have discussion during the meeting just don't have it one-half hour meeting before. Notice that people have been active on social media regarding code violations. Just because you have been doing something for six years doesn't mean it's right. Reminder Sept 19 is the MnDOT open house. Handing out flyers to neighbors. I know it is being pushed out on Facebook too.

- Bauer stated Night to Unite was an amazing event and a great turnout with great events. Thanked the police/fire departments and staff that attended. Enjoy Labor Day, be safe. Just returned from vacation, liked this type of projects that was presented tonight for Bridge Street. Thanked staff for pulling all the documents together. Remember to signal exiting the roundabouts.

- Muehlbauer thought there was a good turnout for night to unite. Thanked staff and everyone that showed up.

- Robinson – We had our own night to unite in our neighborhood. Kudos to the fire department that came out. Really awesome. Have a safe Labor Day weekend.

- Feldman – I too want to say have a safe Labor Day weekend. Also, want to mention as Sarah mentioned the MnDOT will have an open house on September 19 from 4:30-7:30 at the First Baptist Church. Your input is important. Kwik Trip is open. Like the stop light at Pederson Drive/Hwy 47. Signs are only good as enforcement. Ticket them. Code compliance, people need to stop complaining about your neighbors. Call city hall and on Sept 3 we will have a different type of code enforcement. If you have questions on anything call the city. We didn't get elected to handle abatements. Works with us to serve you better. Thank you Rob about mentioning signaling exiting the roundabouts.

Feldman asked Engineer Craig Jochum about the Riverbank Lane/Kings Hwy project. Jochum stated culverts and stormsewer this week, concrete curb and gutter next week. End of September should be still the completion date.

C. Upcoming Events -

Sept 2 Labor Day – Holiday (City Offices Closed)

Sept 3 Tues-City Council Meeting @ St. Francis Area Schools District Office 6:00 pm

Sept 16 City Council Meeting @ St. Francis Area Schools District Office 6:00 pm

Sept 19 MnDOT Open House @ St. Francis Baptist Church 4:30 pm – 7:30 pm

12. ADJOURNMENT

There being no further business, Mayor Feldman adjourned the regular city council at 7:49pm.

Barbara I. Held, City Clerk

DRAFT



Phone: 763-780-2332
24-Hour Help Line/TTY: 763-780-2330
Fax: 763-780-9696
www.AlexandraHouse.org

10065 - 3rd Street NE
Blaine, MN 55434

July 1, 2019

Steve Feldman, Mayor
City of St. Francis
23340 Cree St NW
St. Francis, MN 55070

Dear Mayor Steve Feldman,

Every year throughout the nation, October is officially recognized as Domestic Violence Awareness Month. Counties and cities all over the US take the opportunity to honor this month through an official proclamation. In choosing to locally proclaim October as DVAM, Anoka County shows its recognition of both the gravity of the problem and the importance of the ongoing work to create a violence-free community in the region. The county's proclamation will add to the chorus of voices insisting that women, men, and children all have a right to seek peace and safety in their lives.

Alexandra House is proud of its partnerships with all the communities throughout Anoka County. In this spirit, we will post all proclamations on our social media sites in the days leading up to our HopeFest event on Saturday, September 28th at the YMCA in Lino Lakes. HopeFest (formerly known as Walk for Hope), attended by over 500 participants every year, challenges our community to confront the impact of domestic and sexual violence. Additionally, it provides a space for survivors, family members, friends, and allies to honor those who have lost their lives as a result of domestic violence.

We also hope you'll join Alexandra House in observing Purple Thursday (October 24th) by wearing purple to show support and awareness of domestic violence. Please consider taking a photograph of those wearing purple and post it to your social media platforms with the hashtags #purplethursday and #DVAM and tag us @AlexHouseMN.

Please contact our Communications Marketing Director, Tina Bronson at 763-656-1363 or tbronson@alexandrahouse.org if you have any questions regarding this request. Also enclosed for your reference is a sample you may wish to use to compose your proclamation. Thank you for your consideration and support of this important cause.

Sincerely,

Connie Moore
Executive Director

Enclosure

Cc: Joe Kohlmann, Barb Held

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

RESOLUTION 2019-36

A RESOLUTION PROCLAIMING OCTOBER AS
DOMESTIC VIOLENCE AWARENESS MONTH

WHEREAS, the community problem of domestic violence has become a critical public health and welfare concern in Anoka County; and

WHEREAS, domestic violence is a crime, the commission of which will not be tolerated in Anoka County and perpetrators of said crime are subject to prosecution and conviction in accordance with the law; and

WHEREAS, over thousands of women and children have and will continue to access assistance from Alexandra House, Inc., a domestic violence service provider; and

WHEREAS, domestic violence will be eliminated through community partnerships of concerned individuals and organizations working together to prevent abuse while at the same time effecting social and legal change; and

WHEREAS, October is *National Domestic Violence Awareness Month*; and

WHEREAS, during *National Domestic Violence Awareness Month*, Anoka County organizations will inform area residents about domestic violence, its prevalence, consequences and what we, as a concerned community can do to eliminate its existence.

NOW, THEREFORE, BE IT RESOLVED AND KNOWN TO ALL that the City of St. Francis proclaims October to be Domestic Violence Awareness Month on this 3rd day of September 2019.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 3rd DAY OF SEPTEMBER 2019.

ATTEST:

APPROVED:

Barbara I. Held, City Clerk

Steven D. Feldman, Mayor of St. Francis



**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4 C

TO: Joe Kohlmann, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: Donation Approval
DATE: 09-3-2019

OVERVIEW:

The City has received a donation of \$1000.00 from the Kwik Trip. The donation is for the Fire Department. Chief Schmidt stated at the ribbon cutting this money would be used to purchase structural firefighting flashlights for the firefighters.

ACTION TO BE CONSIDERED:

Approved under consent agenda to accept the donation.

BUDGET IMPLICATION:

None.



**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4 D

TO: Joe Kohlmann, City Administrator
FROM: John Schmidt, Liquor Store Manager
SUBJECT: Part Time Liquor Store Employee
DATE: 8/28/19

OVERVIEW:

Rhonda Knudson has turned in her notice of resignation.

ACTION TO BE CONSIDERED:

- Allow the resignation of part time employee
- Deny the resignation of part time employee

BUDGET IMPLICATION:

There will be no additional budget implications..

Attachments:

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

CITY COUNCIL WORK SESSION NOTES
AUGUST 14, 2019
5:30 P.M.

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

The Work Session was called to order at 6:00 pm by Mayor Steve Feldman.
Roll Call: Present were Steve Feldman, Kevin Robinson, Joe Muehlbauer, and Sarah Udvig. Robert Bauer excused. Also present were City Administrator Joe Kohlmann and Finance Director Darcy Mulvihill.

2. **Discussion on the 2020 Budget – General Fund**

Discussion was held in regards to the addition of a full time Fire Chief. Staff provided the City Council with the requested information regarding comparable cities' fire department costs, budgets, staffing models, populations, and phone numbers. In addition, staff provide the requested information on the St. Francis Fire Department that pertained to preplans, business information relating to fire inspections, SCBA maintenance logs, performance reviews, hose and ladder testing, training drills, calls and call percentages.

The Council discussed at least 13 questions provided by councilmembers regarding the issue of making the Fire Chief position a full time position. The impact on the tax levy was discussed and whether this position should be made full time for the 2020 budget year.

A majority of the City Council ultimately provided direction that this position should be made full time for the 2020 Budget with the following conditions:

- 1) Staff must cut \$30,000 from the budget as proposed, with the Chief position included in the budget for 2020.
- 2) The full time position for the Fire Chief would start on January 1st of 2020.
- 3) The position would start on the salary scale of Grade 17 Step 1
- 4) Public Safety departments will get a closer review for the 2021 Budget.

3. **Adjournment**

Mayor Feldman adjourned the work session at approximately 8:30 p.m.

Submitted by,

Joe Kohlmann, City Administrator

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4 F

TO: Joe Kohlmann, City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: Surplus Property
DATE: September 3, 2019

OVERVIEW:

The Police department has in possession 8 bicycles that are considered abandoned property. These items were provided to the police department as found property by members of the public. These items have been in possession of the police department for over 60 days which is the minimum amount of time per policy to hold items. The bicycles have not been claimed by their rightful owners who are unknown. Bicycles are as follows:

Mongoose Index BMX bicycle, Ser #5NFSD13AB368
Blue BMX bicycle, Serial # 96TD633316
Royce Union Mountain bicycle, Serial# 47937CTS
BCA Mountain bicycle, Serial# 01510005541
Fuji Mountain bicycle, Serial # ICFJ11107575
Sims BMX bicycle, Serial # ACA08D017695
GT BMX bicycle, Serial # SNMNG12GC7052
Magna Mountain bicycle, Serial # 96TD762244

ACTION TO BE CONSIDERED:

To approve resolution 2019-37 declaring the listed bicycles as surplus property. The bicycles will be donated to Recovery Bike Shop in Minneapolis.

BUDGET IMPLICATION:

No additional budget impacts. Recovery Bike Shop will pick up the bicycles from St Francis PD.

Attachments:

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

RESOLUTION 2019-37

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, these bicycles will be donated to "Recovery Bike Shop" in Minneapolis 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 approximate value said property assigned as follows:

Surplus Property	Estimated Value
Mongoose Index BMX bicycle, Ser #5NFSD13AB368	Less than \$10 each
Blue BMX bicycle, Serial # 96TD633316	"
Royce Union Mountain bicycle, Serial# 47937CTS	"
BCA Mountain bicycle, Serial# 01510005541	"
Fuji Mountain bicycle, Serial # ICFJ11I07575	"
Sims BMX bicycle, Serial # ACA08D017695	"
GT BMX bicycle, Serial # SNMNG12GC7052	"
Magna Mountain bicycle, Serial # 96TD762244	"

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 3rd DAY
OF SEPTEMBER 2019.

APPROVED:

ATTEST:

Steven D. Feldman, Mayor

Barbara I. Held, City Clerk

**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: 09-03-2019

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$111,931.72 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:

- 09-03-2019 Packet List
- 09-03-2019 Other Checks



08/29/2019 1:44 pm

PAYMENT BATCH AP 09-03-19

ANOKA COUNTY PROPERTY RECORDS

08/26/2019	.0819	E 101-41910-441	Miscellaneous	RESOLUTION 2019-35	46.00
					<u>\$46.00</u>

ANOKA COUNTY TREASURY DEPT.

08/19/2019	B190819P	E 101-42110-321	Telephone	BROADBAND	37.50
08/19/2019	B190819P	E 101-42210-321	Telephone	BROADBAND	37.50
08/19/2019	B190819P	E 101-43100-321	Telephone	BROADBAND	37.50
08/19/2019	B190819P	E 101-45200-321	Telephone	BROADBAND	37.50
08/19/2019	B190819P	E 601-49440-321	Telephone	BROADBAND	37.50
08/19/2019	B190819P	E 602-49490-321	Telephone	BROADBAND	37.50
					<u>\$225.00</u>

ARTISAN BEER COMPANY

08/21/2019	3367612	E 609-49751-252	Beer For Resale	BEER	173.40
					<u>\$173.40</u>

BREAKTHRU BEVERAGE

08/15/2019	1081014981	E 609-49751-206	Freight and Fuel Charges	FREIGHT	22.14
08/15/2019	1081014981	E 609-49751-251	Liquor For Resale	LIQUOR	1,069.96
08/15/2019	1081014981	E 609-49751-253	Wine For Resale	WINE	213.99
08/15/2019	1081014981	E 609-49751-254	Miscellaneous Merchandise	MISC	20.00
08/22/2019	1081018121	E 609-49751-206	Freight and Fuel Charges	FREIGHT	11.69
08/22/2019	1081018121	E 609-49751-251	Liquor For Resale	LIQUOR	56.80
08/22/2019	1081018121	E 609-49751-253	Wine For Resale	WINE	290.40
08/22/2019	1081018121	E 609-49751-254	Miscellaneous Merchandise	MISC	40.00
08/22/2019	1081018122	E 609-49751-252	Beer For Resale	BEER	232.00
08/22/2019	1081018123	E 609-49751-206	Freight and Fuel Charges	FREIGHT	57.75
08/22/2019	1081018123	E 609-49751-251	Liquor For Resale	LIQUOR	2,362.80
					<u>\$4,377.53</u>

CAPITOL BEVERAGE SALES, L.P.

08/26/2019	6117287	E 609-49751-252	Beer For Resale	BEER	404.45
					<u>\$404.45</u>

CINTAS

08/13/2019	4027814370	E 601-49440-417	Uniform Clothing & PPE	UNIFORMS	5.32
08/13/2019	4027814370	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	5.32
08/20/2019	4028349271	E 601-49440-402	Janitorial Service	RUG MAINTENANCE	23.04
08/20/2019	4028349317	E 609-49750-219	Rug Maintenance	RUG MAINTENANCE	11.26
08/20/2019	4028349377	E 601-49440-417	Uniform Clothing & PPE	UNIFORMS	5.32
08/20/2019	4028349377	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	5.32
					<u>\$55.58</u>

CRYSTAL SPRINGS ICE

08/17/2019	002.B007687	E 609-49751-254	Miscellaneous Merchandise	MISC	123.12
08/20/2019	002.B007736	E 609-49751-254	Miscellaneous Merchandise	MISC	64.80
08/24/2019	002.B007794	E 609-49751-254	Miscellaneous Merchandise	MISC	97.20
					<u>\$285.12</u>

DAHLHEIMER DIST. CO. INC.

08/14/2019	882268	E 609-49751-252	Beer For Resale	BEER	(70.00)
08/20/2019	884540	E 609-49751-252	Beer For Resale	BEER	(96.00)
08/21/2019	129-1219	E 609-49751-252	Beer For Resale	BEER	9,403.40
08/21/2019	129-1219	E 609-49751-255	N/A Products	N/A	27.00
08/22/2019	129-1229	E 609-49751-252	Beer For Resale	BEER	920.00
08/22/2019	129-1229	E 609-49751-255	N/A Products	N/A	27.00

						\$10,211.40
DAVIDS HYDRO VAC, INC						
08/15/2019	29862	E 602-49490-400	System Jetting	VAC SERVICES		2,056.00
						\$2,056.00
DEFIANT DISTRIBUTORS LLC						
08/23/2019	INV-000528	E 609-49751-251	Liquor For Resale	LIQUOR		430.31
						\$430.31
DELTA DENTAL						
08/15/2019	7738141	G 101-21711	Dental Insurance	SEPTEMBER INSURANCE		1,351.05
						\$1,351.05
ECM PUBLISHERS, INC.						
08/16/2019	717275	E 101-41400-351	Legal Notices Publishing	2018 ANNUAL DISCLOSURE		69.88
08/23/2019	718865	E 101-41400-351	Legal Notices Publishing	ORDINANCE 251		311.75
08/25/2019	719230	E 601-49440-352	General Notices and Pub Info	MUNICIPAL		216.00
						\$597.63
EMERGENCY AUTOMOTIVE TECH. INC						
08/21/2019	LG082119-75	E 101-42110-221	Vehicle Repair & Maintenance	GRAPHICS		130.00
						\$130.00
FERGUS POWER PUMP, INC						
08/22/2019	41929	E 602-49490-311	Contract	BIOSOLIDS - PARTIAL PAYMENT		47,812.32
						\$47,812.32
HACH COMPANY						
07/16/2019	11549627	E 601-49440-235	Lab Supplies	FLUORIDE		269.12
07/17/2019	11552370	E 601-49440-216	Chemicals and Chem Products	CHLORINE		182.55
						\$451.67
HOISINGTON KOEGLER GROUP, INC						
08/14/2019	018-041-11	E 101-41910-307	Comp Plan/Wetland Fees	COMPREHENSIVE PLAN		2,400.00
08/14/2019	018-041-11	E 101-41910-311	Contract	GENERAL PLANNING		1,382.72
08/14/2019	018-041-11	G 803-22043	Esc-Laketown Homes	ESC LAKETOWN HOMES		375.00
08/14/2019	018-041-11	G 803-22165	WIRZ SWISS LANDING-ESC	SWISS LANDING		543.75
						\$4,701.47
INNOVATIVE OFFICE SOLUTIONS, L						
08/21/2019	IN2637377	E 101-42110-200	Office Supplies	SUPPLIES		62.43
08/22/2019	IN26404211	E 101-41400-200	Office Supplies	SUPPLIES		104.75
						\$167.18
ISD #15						
08/20/2019	4423	E 101-43100-221	Vehicle Repair & Maintenance	2017 DODGE RAM		161.48
08/20/2019	4426	E 101-45200-221	Vehicle Repair & Maintenance	2014 RAM 2500 HD		161.84
08/20/2019	4428	E 101-43210-221	Vehicle Repair & Maintenance	2010 FORD ESCAPE		204.93
08/20/2019	4429	E 101-43100-218	Equipment Repair & Maintenance	2007 KUBOTA		494.59
08/20/2019	4430	E 101-43100-218	Equipment Repair & Maintenance	2002 CATERPILLAR		318.45
08/20/2019	4431	E 101-43100-221	Vehicle Repair & Maintenance	2017 MACK - DUMP TRUCK		633.46
08/20/2019	4432	E 601-49440-221	Vehicle Repair & Maintenance	2012 FORD PICKUP		181.13
08/20/2019	4433	E 101-45200-221	Vehicle Repair & Maintenance	1990 CHEVY TANKER		152.73
08/20/2019	4433	E 602-49490-221	Vehicle Repair & Maintenance	1990 CHEVY TANKER		152.73
08/20/2019	4434	E 101-43100-221	Vehicle Repair & Maintenance	2012 FORD F550		169.44
08/20/2019	4435	E 602-49490-221	Vehicle Repair & Maintenance	2018 CHEVY SILVERADO		158.35
08/21/2019	4436	E 101-43100-218	Equipment Repair & Maintenance	2018 BOBCAT		150.79
08/21/2019	4436	E 602-49490-228	Equipment Maintenance	2018 BOBCAT		150.79
08/21/2019	4437	E 101-42110-221	Vehicle Repair & Maintenance	2017 DODGE CHARGER		44.03
08/21/2019	4438	E 101-42110-221	Vehicle Repair & Maintenance	2018 CHARGER PURSUIT		119.03
08/21/2019	4439	E 101-42110-221	Vehicle Repair & Maintenance	2018 DODGE CHARGER		62.78
08/21/2019	4440	E 101-42110-221	Vehicle Repair & Maintenance	2019 DODGE CHARGER		44.03
08/21/2019	4441	E 101-42110-221	Vehicle Repair & Maintenance	2014 DODGE CHARGER		17.23
08/21/2019	4442	E 101-45200-218	Equipment Repair & Maintenance	2013 BIG TEX		197.98
08/21/2019	4443	E 101-43100-218	Equipment Repair & Maintenance	2015 BIG TEX TILT BED		126.73
08/21/2019	4444	E 601-49440-228	Equipment Maintenance	2010 FELLING TRAILER		102.98
						\$3,805.50

JJ TAYLOR DISTRIBUTING

08/22/2019	3003312	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
08/22/2019	3003312	E 609-49751-252	Beer For Resale	BEER	2,718.35
					<u>\$2,721.35</u>

JOHNSON BROS WHLSE LIQUOR

08/21/2019	1366557	E 609-49751-206	Freight and Fuel Charges	FREIGHT	20.41
08/21/2019	1366557	E 609-49751-251	Liquor For Resale	LIQUOR	1,738.80
08/21/2019	1366558	E 609-49751-206	Freight and Fuel Charges	FREIGHT	70.65
08/21/2019	1366558	E 609-49751-253	Wine For Resale	WINE	2,160.35
					<u>\$3,990.21</u>

LUPULIN BREWING

08/14/2019	23014	E 609-49751-252	Beer For Resale	BEER	50.00
					<u>\$50.00</u>

MCDONALD DIST CO.

08/16/2019	503420	E 609-49751-252	Beer For Resale	BEER	148.15
08/16/2019	503539	E 609-49751-252	Beer For Resale	BEER	(362.25)
08/16/2019	503540	E 609-49751-252	Beer For Resale	BEER	327.50
08/20/2019	251-0130	E 609-49751-252	Beer For Resale	BEER	(33.60)
08/20/2019	503757	E 609-49751-252	Beer For Resale	BEER	10,738.55
08/20/2019	504038	E 609-49751-252	Beer For Resale	BEER	(84.00)
08/23/2019	504513	E 609-49751-252	Beer For Resale	BEER	436.80
08/23/2019	504517	E 609-49751-252	Beer For Resale	BEER	(464.80)
					<u>\$10,706.35</u>

MN NCPERS LIFE INSURANCE

08/14/2019	733400092019	G 101-21713	MN Life	SEPTEMBER INSURANCE	80.00
					<u>\$80.00</u>

PACE ANALYTICAL SERVICES

08/14/2019	1912009561	E 602-49490-313	Sample Testing	TESTING	182.50
08/14/2019	1912009574	E 602-49490-313	Sample Testing	TESTING	139.50
					<u>\$322.00</u>

PAUSTIS WINE COMPANY

08/19/2019	61012	E 609-49751-206	Freight and Fuel Charges	FREIGHT	7.00
08/19/2019	61012	E 609-49751-253	Wine For Resale	WINE	307.92
					<u>\$314.92</u>

PHILLIPS WINE & SPIRITS CO.

08/21/2019	2608988	E 609-49751-206	Freight and Fuel Charges	FREIGHT	147.58
08/21/2019	2608988	E 609-49751-251	Liquor For Resale	LIQUOR	10,917.60
08/21/2019	2608989	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.14
08/21/2019	2608989	E 609-49751-253	Wine For Resale	WINE	116.00
08/21/2019	2608990	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.14
08/21/2019	2608990	E 609-49751-254	Miscellaneous Merchandise	MISC	48.00
					<u>\$11,235.46</u>

ROYAL SUPPLY

08/20/2019	26540	E 101-41940-210	Operating Supplies	SUPPLIES	23.07
08/20/2019	26540	E 101-42110-217	Other Operating Supplies	SUPPLIES	92.30
08/20/2019	26540	E 101-43100-217	Other Operating Supplies	SUPPLIES	46.15
08/20/2019	26540	E 101-45200-217	Other Operating Supplies	SUPPLIES	46.15
08/20/2019	26540	E 601-49440-217	Other Operating Supplies	SUPPLIES	46.15
08/20/2019	26540	E 602-49490-217	Other Operating Supplies	SUPPLIES	46.18
					<u>\$300.00</u>

SOUTHERN GLAZERS OF MN

08/22/2019	1857644	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.28
08/22/2019	1857645	E 609-49751-206	Freight and Fuel Charges	FREIGHT	16.64
08/22/2019	1857645	E 609-49751-251	Liquor For Resale	LIQUOR	1,780.71
08/22/2019	1857646	E 609-49751-206	Freight and Fuel Charges	FREIGHT	7.68
08/22/2019	1857646	E 609-49751-253	Wine For Resale	WINE	252.00
					<u>\$2,058.31</u>

SYNOVIA SOLUTIONS

08/23/2019	121347	E 101-43100-311	Contract	LEASE ON GPS	45.79
08/23/2019	121347	E 101-45200-311	Contract	LEASE ON GPS	45.79
08/23/2019	121347	E 601-49440-311	Contract	LEASE ON GPS	45.79
08/23/2019	121347	E 602-49490-311	Contract	LEASE ON GPS	45.82
					<u>\$183.19</u>

TJ ASSOCIATES

07/23/2019	231182	E 101-42400-200	Office Supplies	MAINTENANCE RECORD	68.75
08/06/2019	231281	E 101-42110-308	Community Education	SIGN	19.95
					<u>\$88.70</u>

TOPLINE SIGNS

07/07/2019	.0819	E 101-42210-221	Vehicle Repair & Maintenance	VINYL INSTALLED	900.00
					<u>\$900.00</u>

VESSCO, INC.

08/22/2019	77528	E 602-49490-229	Project Repair & Maintenance	SUPPLIES	54.42
					<u>\$54.42</u>

WSB & ASSOCIATES

08/21/2019	R-014218-000-1	E 101-43100-303	Engineering Fees	JPA CHIP SEAL	1,645.21
					<u>\$1,645.21</u>

FUND SUMMARY

\$111,931.73

101 GENERAL FUND	\$12,081.26
601 WATER FUND	\$1,114.90
602 SEWER FUND	\$50,846.75
609 LIQUOR FUND	\$46,970.07
803 ESCROW	\$918.75
Total	<u><u>111,931.73</u></u>

Checks cut since last Council Meeting

TOTAL	0.00
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TO: Joe Kohlmann, City Administrator
FROM: Kate Thunstrom, Community Development Director
SUBJECT: Rezoning Outlot A of Rivers Edge
DATE: 09/03/2019

OVERVIEW

In General: Amendment of a PUD district includes a rezoning to depict the area in question as the "Rivers Edge PUD" on the City's official zoning map. Per section 10-75-2 of the Code, rezoning is only to be authorized under the following conditions:

- A. The plan is not in conflict with the Comprehensive Plan of the City.
- B. The plan is designed to form a desirable and unified development within its own boundaries.
- C. The proposed uses will not be detrimental to present and future land uses in the surrounding area.
- D. Any exceptions to the standard requirements of this chapter and the Subdivision Regulations Chapter are justified by the design of the development.
- E. The plan will not create an excessive burden on parks, schools, streets, and other public facilities or utilities that are proposed to serve the PUD.
- F. The PUD will not have an undue and adverse impact on the reasonable enjoyment of the adjoining properties.

The Planning Commission unanimously recommended approval of the rezoning request from R-2 to PUD.

ACTION TO BE CONSIDERED:

Approve the second reading of Ordinance 2019-252, Second Series approving the rezoning Outlot A of Rivers Edge 1st Addition from R-2 to Rivers Edge PUD.

ATTACHMENTS:

Ordinance 252, Second Series

ORDINANCE NO. 252, SECOND SERIES

**CITY OF ST. FRANCIS
ANOKA COUNTY**

**AN ORDINANCE APPROVING REZONING OUTLOT A RIVERS EDGE NORTH
FROM R-2 URBAN SINGLE FAMILY RESIDENCE TO RIVERS EDGE PLANNED
UNIT DEVELOPMENT**

WHEREAS, on August 18, 2018, Dale Willenbring on behalf of St. Francis Land Development, LLC applied for a rezoning for the property legally described as Outlot A of the of the Rivers Edge subdivision; and

WHEREAS, the subject site is currently zoned R-2; and

WHEREAS, the subject site was included in the conceptual development plans for the Rivers Edge subdivision; and

WHEREAS, the applicant is proposing to rezone the property to Rivers Edge PUD; and

WHEREAS, the applicant is proposing to subdivide the site to create 30 single-family lots; and

WHEREAS, on October 17, 2018, 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 October 17, 2018, the Planning Commission unanimously recommended approval of the requested rezoning; and

WHEREAS, the City has considered the proposed project as it might affect public health, safety, or welfare and found that the project will not negatively impact the public health, safety, or welfare; and

WHEREAS, the City Council studied the practicality of the request, taking into consideration the present and future development of the property and the requirements of the Zoning and Subdivision Ordinances, and other official controls.

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

Section 1. St. Francis Zoning Map is amended to zone the property at Outlot A of Rivers Edge from R-2 Urban Single Family Residence to Rivers Edge Planned Unit Development.

Section 2. This ordinance shall become effective 30 days after publication.

Approved and adopted by the City Council this 3rd Day of September 2019.

SEAL

CITY OF ST. FRANCIS

By: _____
Steven D. Feldman, Mayor

Attest: _____
Barbara I. Held, City Clerk

Published in the *Anoka County UnionHerald* _____.

City of St. Francis City Council Agenda Item
Executive Summary

Title of Item: **Concept Plan Review** – Swiss Landing. A request from SBD Properties, LLP seeking feedback on a 163-unit development concept on 132 acres west of the Rum River and east of Hwy 47.

Meeting Date: 9-3-19

Staff Reporting: Beth Richmond, City Planner

Summary: The applicant is seeking concept plan review of a 163-unit single-family residential development on 132 acres in the urban Rum River Management district north of Ambassador Blvd.

The Planning Commission reviewed this concept plan on August 21, 2019. At that meeting, the Commissioners discussed a number of items related to the concept plan:

- Streets: The City Engineer determined that the proposed streets may not meet City standards. The Planning Commission encouraged the applicant to redesign the streets to meet these standards and to include sidewalks and trails throughout the development.
- Access: MnDOT recommended that the southern access point of the development onto Ambassador Blvd be moved to the east. Staff noted that Anoka County would be involved with any future plans since Ambassador Blvd is a county road. Commissioners questioned whether moving the access to the east was possible due to the wet areas near the proposed access.
- Landscaping: The Planning Commission stressed the importance of maintaining the existing vegetation near the Rum River.
- Park: The concept plan includes a private park. Commissioners discussed the private park concept and its relationship to park dedication requirements. Staff noted that the development would be required to satisfy full public park dedication requirements.

The City Council is asked to examine the proposed Concept Plan and provide feedback for consideration by the applicant. Following this review, the applicant will consider all feedback from both Council and the Planning Commission and determine whether or not to proceed. Any feedback provided at this point does not carry with it any assurances of future successes or approvals. The goal is to inform the applicant of all potential issues that need to be addressed so no surprises are encountered moving forward.

Recommendations: Review the proposed concept plan and provide feedback/direction to the applicant.

List of Attachments: A) Planning Commission Staff Report
B) Applicant's submittals
C) MnDOT letter

City of St. Francis Planning Commission Agenda Item
Executive Summary

Title of Item: **Swiss Landing Concept Plan:** A request from SBD Properties, LLP for concept plan review of a proposed 163-unit development on 132 acres west of the Rum River and east of Highway 47.

Meeting Date: 08-21-19

Staff Reporting: Beth Richmond, City Planner

Summary: The applicant is seeking concept plan review of a 163-unit single-family residential development on 132 acres. This land is located on the western shore of the Rum River, east of Highway 47 and north of Ambassador Blvd. The site is located within the urban Rum River Management district.

The Planning Commission is asked to examine the proposed concept plan and provide feedback for consideration by the applicant. Council will do the same, and the applicant will need to consider all feedback and determine whether or not to proceed.

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

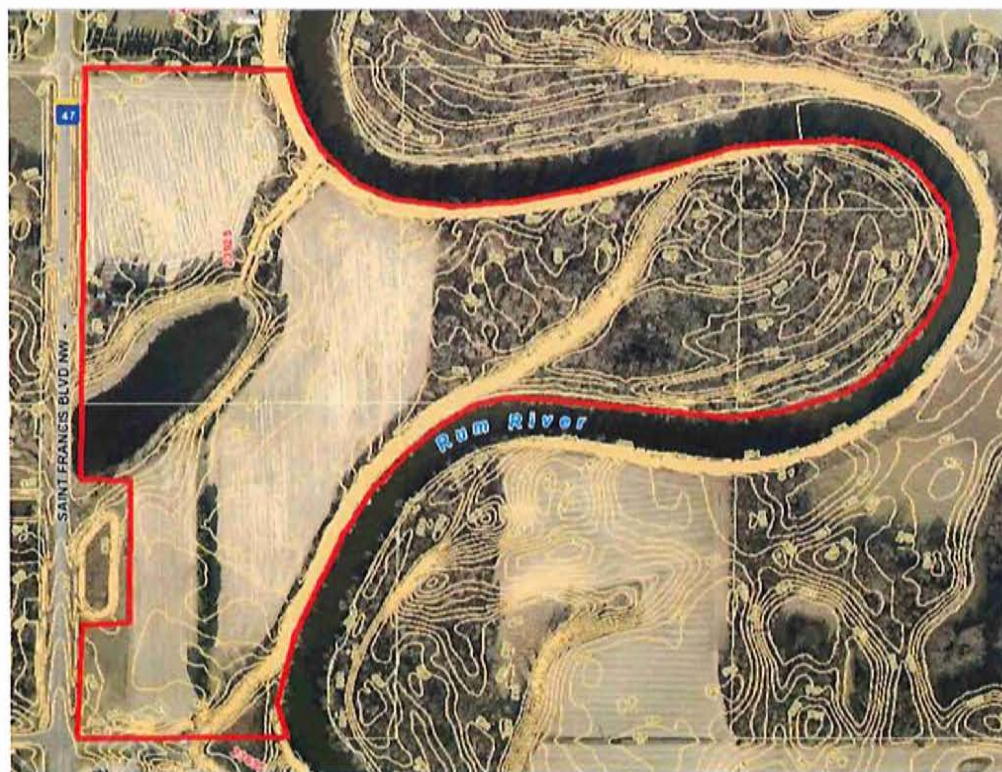
City of St. Francis Planning Department
Swiss Landing Concept Plan Review

To: Planning Commission
From: Beth Richmond, City Planner
Meeting Date: 08-21-19
Applicant(s): SBD Properties, LLP (Dwight D. Wirz)
Location: West of the Rum River, east of Hwy 47, and north of Ambassador Blvd

Introductory Information

Request: The applicant is seeking feedback on a concept plan to develop 163 single-family lots on approximately 132.9 acres of land west of the Rum River, east of Highway 47, and north of Ambassador Blvd.

Existing Site Character: The western portion of this site currently consists mainly of flat agricultural land. The wooded, eastern portion of the site is mainly a wetland located within the floodplain. A steep slope cuts northeast to southwest through the property marking the edge of the floodplain.



Site Data:	• <i>Existing Zoning</i> – R-1 Urban Estate Single-Family Residential, R-2 Single-Family Residential, R-3 Medium Density Residential, B-2 General Commercial • <i>Land Use Guidance</i> – Low Density Residential (1.5-2.5 units/acre), Medium Density Residential (2.5-7 units/acre), Commercial • <i>Acres</i> – 132.9 acres (all within the City's current MUSA) • <i>Property Identification Numbers (PIDs)</i> – 29-34-24-31-0001; 29-34-24-32-0001; 29-34-33-0001; 29-34-24-34-0001; 29-34-24-42-0002; 29-34-24-42-0001	
Calculations	TOTAL PROPERTY AREA	132.9 acres
	WETLAND AREA	≈ 28.9 acres
	NET ACREAGE AFTER WETLANDS	≈ 104.3 acres
	TOTAL PROPOSED LOTS	163 units
	GROSS DENSITY	1.23 units/acre
	NET DENSITY	1.57 units/net acre

Application Review

PUD STANDARDS REVIEW:

Ownership:

- Before final plan approval, proof of ownership shall be provided by the applicant.

Comprehensive Plan:

- The site is guided for Low Density Residential, Medium Density Residential, and Commercial uses by the 2030 Comprehensive Plan.
- The concept proposes 163 units on roughly 104 buildable acres for a net density of 1.57 units per acre, which meets the density specified in the 2030 Comprehensive Plan (1.5 to 2.5 units/acre).

2030 Comprehensive Plan



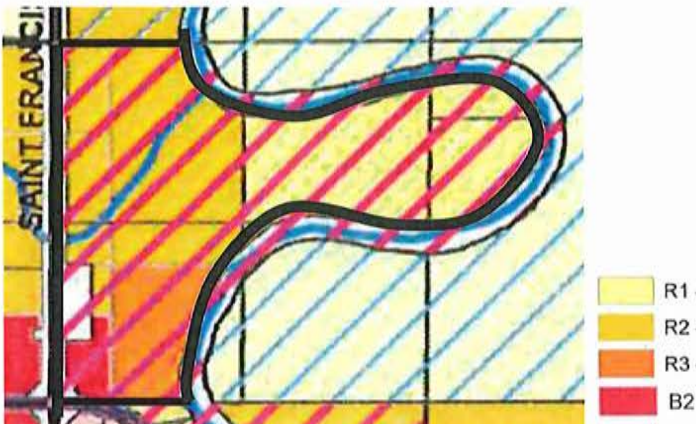
LOW DENSITY RESIDENTIAL (1.5-2.5)
 MEDIUM DENSITY RESIDENTIAL (2.5-7)
 COMMERCIAL

2040 Draft Comprehensive Plan



Mod/High Density Residential (7-12 du/ac)
 High Density Residential (12-60 du/ac)
 Commercial
 Park/Open Space

(Cont.)	• In the draft 2040 Comprehensive Plan, this land is guided Park/Open Space, Medium/High Density Residential (7-12 u/a), High Density Residential (12-60 u/a), and Commercial. • The concept proposes a less dense development than planned for in the draft 2040 Comprehensive Plan. A Comprehensive Plan amendment would be required if this development were to be reviewed after the 2040 Plan is adopted. • The 5-acre area guided commercial (southwest corner of the site) is planned to be developed as a commercial site in the future. • <i>Land Use Policy A (pg. 2-15) states that "residential subdivision design must preserve important natural features and promote St. Francis as a distinct location from its suburban neighbors. Policies supporting the statement include:</i> • <i>Developers must design subdivisions which preserve woodlands, wetlands, natural lakes, and other natural features.</i> Staff comment: The development has been designed to preserve a large portion of the existing woodland on the site. The project also avoids the wetlands, floodplain, and steep slopes on the site. • <i>Land Use Policy C (pg. 2-16) seeks creative approaches to the use of land. "New residential subdivisions, especially those utilizing a PUD design process, will be evaluated as to their variety and diversity of housing materials, colors, architectural styles and details, and other factors."</i> Staff comment: The concept is planned to be created as a Planned Unit Development. The applicant is proposing two types of homes throughout the site: traditional single-family and villas. Compatibility: • This development is compatible with the surrounding land uses. Land to the north and southeast of this development is guided for low-density residential use. Zoning: • The site is currently zoned R-1 Urban Estate Single-Family Residential, R-2 Single-Family Residential, R-3 Medium Density Residential, and B-2 General Commercial.
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(Cont.)	Zoning Map  • Applicant is proposing to rezone the property to a Planned Unit Development which will allow for greater flexibility in lot requirements and will enable the developer to create a more diverse development with various housing types and lot sizes. • Due to the natural features on the site, staff supports the PUD approach for this development. • As part of the preliminary plans, the proposed lot and site dimensions for the PUD will be compared with those of the underlying zoning district(s) to determine their reasonableness. Common Open Space: • The proposal includes an open area of preserved woodland along the Rum River to be used as a private park for residents. • As part of the development plans, the applicant would need to provide for the maintenance of the private park. • Additional details about the proposed private park are included in the applicant's historical narrative, attached. Landscaping: • Any future preliminary plan submittal must include a landscaping plan meeting the requirements listed in Section 20 of the Zoning Code. • Future plans will also be required to meet the provisions of Code Section 10-82-7 for landscape alterations within the RRM urban area. Lot Standards: • In the RRM urban district, all riparian lots are required to have an area of 20,000 square feet. Non-riparian lots must have a minimum area of 12,150 square feet. • Creation of a PUD allows for flexibility in required lot widths and areas. Any deviations from required lot areas may be approved as needed as part of the PUD process provided that the deviation is in the best interest of the development and the City.
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(Cont.)

Lot Setbacks:

R-1'

R-2

R-3

Front setback

30'

30'

25'

Side setback

10' house,
5' att. garage

10' house,
5' att. Garage

-

Rear setback

30'

30'

25'

OHW setback

75'

75'

75'

Impervious

30%

30%

30%

Height

35'

35'

35'

IN GENERAL:

Lots and Blocks:

Lot Access:

Future Parcel Development:

INFRASTRUCTURE:

In General:

The applicant is requesting 80' lot widths for the 48 traditional single-family lots and 55' lot widths for the 115 proposed villa lots.

Perimeter setbacks for residential PUDs shall be the same as the setbacks on adjacent property (R-2 to the north and west).

Specific site setbacks have not yet been determined for this development. Creation of a PUD allows for flexibility on setbacks required within each district. The setbacks for each applicable zoning district are below.

	R-1'	R-2	R-3
Front setback	30'	30'	25'
Side setback	10' house, 5' att. garage	10' house, 5' att. Garage	-
Rear setback	30'	30'	25'
OHW setback	75'	75'	75'
Impervious	30%	30%	30%
Height	35'	35'	35'

Any deviations from minimum and maximum lot and block standards required in the Code may be approved as needed as part of the PUD process provided that the deviation is in the best interest of the development and the City.

All proposed lots will have direct access to a public road.

Future driveways should be located so as to preserve existing trees as much as possible.

Addresses for the individual homes should be posted at each driveway entrance.

The parcels of land included in this development are not fully contained on the west side of the river. Small sections of these parcels are located on the east side of the river. While the eastern sections are not included as part of this development due to their separation by the Rum River, the applicant should determine what the future of the "remainder" parcels will be as part of any preliminary plans.

All public improvements constructed to support the development must be designed and constructed in accordance with the City's

(Cont.)	Private Development Standards available on the City website.
Streets & Transportation:	• All roadways shall be designed and constructed to City standards. • MN Rules 6105.0190 states that a CUP is required for the construction of all new public roads within a Wild and Scenic district (the RRM district in St. Francis). • The proposed development will access Ambassador Blvd to the south and 241st Ave to the north. Engineer comments: • The proposed street network appears to be generally conducive to the property. All proposed public streets shall conform to the City Code and Private Development standards. • It appears that the streets serving the proposed villa lots may not meet City standards for public streets, however, may be acceptable if maintained as private streets. • The applicant is advised to consult with the Anoka County Highway Department regarding the proposed access onto Ambassador Blvd (CR 28). The proposed access is located less than 500' from TH 47 and a traffic study may be required to determine the type of intersection allowable at this location (i.e. full access / right-in, right-out) such that acceptable levels of service are maintained on Ambassador Blvd. Further, turn lane and bypass lanes may be required. • The applicant is advised to consult with MnDOT regarding the proposed access onto Trunk Highway 47 at 241st Avenue. Turn and bypass lanes may be required and it is recommend that the proposed road align with the existing segment of 241st Avenue on the west side of Trunk Highway 47.
Water System(s):	• This development is proposed to be connected to the City's water system. • Future plans must be in accordance with all applicable standards. Engineer comments: • Domestic water is available to the site. Watermain looping would be required to provide adequate water supply to the proposed project.
Sanitary System(s):	• This development is proposed to be connected to the City's sanitary sewer system. • Future plans must be in accordance with all applicable standards. Engineer comments: • Sanitary sewer is available to the site near the southeast corner of the property. It appears the elevations are conducive to allow gravity flow to the pump station near Ambassador Blvd.
Stormwater and	• All stormwater facilities shall be designed in accordance with

Grading:	Chapter 10, Section 93 of the City Code, the City of St Francis Private Development standards, and the MPCA stormwater manual requirements.
Utilities:	• All public utilities and facilities such as gas, electrical, sewer, and water supply systems to be located in the floodplain district shall be flood-proofed in accordance with the building code or elevated to above the regulatory flood protection elevation. • Telephone, electric, and/or gas service lines are to be placed underground in accordance with the provisions of all applicable City ordinances. • All connections and laterals shall be designed to minimum City standards.
Parking Facilities:	• No guest parking opportunities are identified in the concept plan. As part of a preliminary plan, staff would recommend that the applicant consider the possibility of on-street or off-street guest parking to ensure that parking needs are met within the development.
Entrance Monument	• Designs and locations for entrance monument(s) (if desired) should be identified as part of any future preliminary plan submittal. Location, height, size, etc. shall be in conformance with code standards.
Streetlights:	• Streetlights conforming to City specifications shall be installed at locations approved by the City Engineer. The applicant should meet with the Engineer to get such feedback, and all needed streetlights must be shown on the preliminary plans.
ENVIRONMENTAL & OTHER NEIGHBORHOOD IMPACTS:	
Environmental Impacts:	• Staff does not foresee the need for an in-depth environmental analysis based on the current proposal (i.e. EAW, EIS, AUAR, etc.)
Wetlands:	• Applicant should complete a wetland delineation for all wetlands on site. • Wetland buffers will be required adjacent to the existing wetlands based on the wetland class. (10-91-4) • A 30-foot setback from the delineated edge of a wetland is required by Code for all structures.
Rum River Management (RRM) District:	• The entire site is located within the urban area of the RRM. • Staff submitted the concept plan to the DNR for review and comment.

Erosion Control:

- The future grading plan should indicate proposed erosion control methodologies to be utilized during the development process.
- Silt fencing should be shown at the construction limits for the proposed houses or driveways with the future building permit application.

Traffic:

- The concept plan was submitted to MnDOT for review and comment. Any comments received will be presented at the Planning Commission meeting.
- The proposed project will not significantly increase traffic volumes beyond that which was already anticipated with the guided land use for the area.

Floodplain:

- The eastern third of the site along the Rum River is located within the 100-year floodplain (elevation 902 feet). The northern portion of this area is the proposed site for the private park.
- All homes are proposed to be located outside of the floodplain.
- Staff notes that any fill proposed within the floodplain must meet the City's Floodplain ordinance.



Steep Slopes:

- There are steep slopes (12% or greater) running northeast to southwest along the eastern portion of the site separating land within the floodplain from land outside the floodplain.
- There are also steep slopes along the bank of the Rum River and surrounding the wetland on the western portion of the site.
- Any structure placed on a slope greater than 12% within the RRM

(Cont.) Other Permits:	district is required to be screened from view of the Rum River with natural vegetation. - Any necessary screening shall be shown on the landscape plan. - All necessary permits must be provided to the City (MPCA, NPDES, MDH, DNR Appropriation, etc.).
CHARGES, FEES, & RESPONSIBILITIES:	
In General:	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).
Park Dedication:	- Section 11-08-9 of the Subdivision Code requires all subdivisions 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. - The future preliminary plans must show how this dedication will be met and/or how much of the dedication will be satisfied via cash in lieu of land. - A private park is proposed as part of this development. Because this park would not be open to the general public, the City would not accept this land as park dedication. As the concept stands today, Staff recommends that full park dedication fees be collected as part of this development.
Water Charges:	The applicant should consult with the City Engineer on future water access charges and/or individual hook up charges that may be applicable.
Sewer Charges:	The applicant should consult with the City Engineer on future sewer access charges and/or individual hook up charges that may be applicable.

Conclusion	
	The Planning Commission is asked to examine the proposed concept plan and provide feedback for consideration by the applicant. Council will do the same, and the applicant will need to consider all feedback and determine whether or not to proceed. Keep in mind that feedback at this point does NOT carry with it any assurances of future success or approvals. The goal is to inform the applicant of all potential issues that need to be addressed so no

	surprises are encountered moving forward. While the City strives to identify all issues during the concept plan phase, it is ultimately the applicant's responsibility to adhere to all local, state, and Federal regulations as may be applicable.
--	---

DESCRIPTION OF REQUEST: (attach additional information if needed)

Project Name:

WIRZ SWISS LANDING

Nature of Proposed Use:

QUALITY RESIDENTIAL HOUSING PUD - 163 LOTS 104 ACRES
1.57 DENSITY

Reason(s) to Approve Request:

QUALITY BUILT HOUSING IN NEIGHBORHOOD WHERE ALL
HAVE DEEDS ACCESS TO RUM RIVER VIA HOME OWNER ASSOCIATION
PARK. PRIVATE OWNERSHIP STAKE IN MAINTAINING SCENE & ACCESS
RUM RIVERIS THIS APPLICATION, PART OF, OR IN ADDITION TO, A PREVIOUS APPLICATION(S) PERTAINING TO
THE SUBJECT SITE? IF YES:

PROJECT NAME:

N/A

NATURE OF REQUEST:

(attach additional information if needed)

PROPERTY INFORMATION:

Street Address:

23925 ST. FRANCIS BLVD

Property Identification
Number (PIN#):

ST. FRANCIS, MN 55070

(SEE ATTACHED)

Legal Description
(Attach if necessary):

Lot(s):

Block:

Subdivision:

DETAIL 2 PAGES

APPLICANT INFORMATION:

Name:

DWIGHT D. WIRZ

Business Name:

SBD PROPERTIES, LLP

Address:

8985 ROSEWOOD LN NE

City:

MAPLE GROVE

State:

MN

Zip Code:

55369

Telephone:

763 - 458 - 8675

Fax:

763. 420 6213

E-mail:

dwight.wirz@gmail.com

Contact:

DWIGHT WIRZ

Title:

MANAGING PARTNER

OWNER INFORMATION: (if different from applicant)

Name:

Business Name:

Address:

City:

State:

Zip Code:

Telephone:

Fax:

E-mail:

Contact:

Title:

Wirz Swiss Landing

SBD Properties, LLP
Stalberger, Jeffrey & Darah

Dwight Wirz, Managing Partner
Jeffrey Stahlberger

763-458-8675
612-799-1471

East to be Excluded from Project

No.	Property ID	Gen Description	West side of River			East Side of River		
			Reg	2a	2b	Reg	2a	2b
1	29-34-24-31-0001	Northeast 40 acres	29.49	1.00				9.51
2	29-34-24-32-0001	Northwest 40 Acres	9.77	22.00				1.50
3	29-34-24-33-0001	Southwest 40 Acres	6.54	20.00				3.25
4	29-34-24-34-0001	Southeast 5 Acres	5.00					
5	29-34-24-42-0002	East End above JS Flats	4.00					
6	29-34-24-42-0001	Stalberger Property	0.00		11.46			
		Totals	54.80	43.00	11.46	0.00	0.00	14.26
		Sub total			109.26			14.26
		6 Parcel Grand Total						123.52
West Side SBD Acres not in Project								
3	29-34-24-33-0001	Future SW Commercial Cd	5.00					
		Totals	49.80	43.00	11.46			
		Net West Side Project Total			104.26			
		Agricultural Non Homestead	Reg			SBD West		
		Agricultural-Green Acres	2a			SBD East		
		Non Homestead Rural Vac	2b			Stalberger		
						SBD Comm'l		

SBD Properties, LLP
8985 Rosewood Lane N.
Maple Grove, MN 55369

PNB 1.82

NES CYNTHIA

INDEPENDENT
SCHOOL
DIST #15

ELDORADO ST NW
DAKOTA ST NW
AMBASSADOR BLVD NW

SAINT FR
STARK DR NW

20000
COMM'L
POX
5 ac

② SBD
PROPERTIES,
LLP

③ SBD
PROPERTIES
LLP

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PROPERTIES,
LLP

① SBD
PROPERTIES,
LLP

④ SBD PROPERTIES

JODY
ENTERPRISES
LLP

⑤ SBD
PROPERTIES
LLP

⑥ SBD
STALBERGER

SBD Properties, LLP
8985 Rosewood Lane N.
Maple Grove, MN 55369

Page 262

JODY
ENTERPRISES
LLP

REIMANN
EVANGELINE

235TH LN NW



SITE DATA
 TOTAL SITE AREA - 41.023 AC
 TOTAL LOTS - 87
 87 LOTS OF 1/2 AC
 87 VILLA LOTS



REVISIONS	DATE	BY	CHKD

SBD PROPERTIES, LLP
 8985 Rosewood Lane
 Maple Grove, MN 55369

CONCEPT PLAN C

SWISS LANDING
 St. Francis, Minnesota

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

How far can you get in the US with \$35 and a Stone Hammer??



Stone Hammer used by Samuel Wirz

Gelterkinden, Switzerland

John Adam Samuel Wirz (born 24 Nov 1860) married Maria Luise Guldenmann (born 16 Nov 1860) on 24 Nov 1881. Samuel worked as a shoemaker and Louise worked in a silk and lace factory. They had two children in Gelterkinden, a still born son 14 Feb 1882 and a daughter Luise Sophie, born 4 April 1883. Sam gave up his shoemaking business to seek more opportunities in the US. They arrived in the US with their 3 month old daughter and \$35 on 4 July 1883.

First and Second Generations- Anoka, Champlin, Maple Grove, Burns Township, MN

They took the train to Anoka where Louise's (spelling in US) uncle owned the Farmers Hotel. Due to the language barrier, Louise worked for room and board, Sam took odd jobs. Shortly after arrival their baby became sick and died. With no money, they made a casket from a grocery box and buried Sophie in a Swiss Cemetery (St Fridolin) in Maple Grove next to Louise's uncle.

Sam got a job with the Railroad for \$8 a month. He was almost run over by a train as he did not understand the English warnings. They rented their first house in Anoka but attended the German speaking St Fridolin Church in Maple Grove (Now Three Rivers Park). They met many Swiss settlers there and became good friends with the Blesi and the Zopfi families. Sam borrowed money from the Zopfis in a search for his own land. He bought 40 acres of right of way land from the railroad at \$4/ acre in Burns Township near the present Verde Valley Road on Highway 47. They built their first house in 1889.

Sam had two older brothers who eventually came to the US and settled in Burns Township. Ferdinand was two years older and was a stone mason. Theodore was one year older and was a haberdasher. Sam joined his brother Ferdinand in the stone business building foundations for new homes.

Samuel's ambition became to own land. Through stone work and farming he eventually added more land to the south and bought the neighboring farm to the north making his holdings more than a section of land. He and Louise had raised 5 sons and 1 daughter during this time. They divided the Burns land

into six farms for his sons Frederick, Henry, Adam, Samuel, Edward Wirz, and daughter Eva Wirz (Macallum). This stretch of farms along Highway 47 were unofficially known as "Wirzville"

Third Generation Swiss influence on St Francis, MN

Most of the Wirzville clan remained in Burn Township (Now Nowthen). Sam Wirz Jr had four children, Lloyd Wirz, Arlene Wirz Gaslin, Twins Doris Wirz and Dorothy Wirz Leathers. Three branched out to St Francis.

Lloyd and Hazel Wirz inched toward St Francis by buying uncle Ferdinand's home which was on the north end of brother Sam's "Wirzville". Lloyd sold electrical power for the REA, became a Master Electrician, was active on the School board during consolidating districts into St Francis. He bought Boneywell's Beauty Shop on Bridge Street after it was fire damaged, restored it into a duplex apartment building and rented it to teachers working in the expanding school district. He later bought the Blacksmith and Buggy Mfg Shop next door and moved his electrical business to St Francis when he sold the farm. This land is now the Dental Center. Lloyd and Hazel built their retirement home on River Drive below the dam on the west bank of the Rum River.

Arlene Wirz Gaslin went to school to become a teacher. She returned to St Francis to teach and married Merle Gaslin whose family farm was north of town on land east of the Rum River. Merle's father would not sell him the family farm, made him buy his own. Arlene and Merle acquired approximately 400 acres in 10 parcels of land, now owned by their 7 grand children (5th Generation). The Jim Gaslin homestead was sold to Siwek Lumber property currently under development. Arlene and Merle bought the old post office building on Bridge and Butterfield and turned it into apartments for teachers. This land is now part of True Valu Hardware.

Dorothy Wirz married Dean Leathers of St Francis and they moved to the Big City (Minneapolis) with careers at General Motors and Pillsbury. However, they came to the country almost every weekend to tend a 10 acre garden on the family homestead. In 1959 they bought the 120 acre August Carlson Farm on Hwy 47 on the north end of town. They loved natural habitat of the pond and river front and since they had no children willed the land to nieces Bonnie Gaslin Compart, Shirley Wirz Grant and nephew Dwight Wirz.

Fourth Generation vision for the Property

Create deeded boat access and park along the Rum River that many homes can share in its use and care. This will assure a high-quality experience for the residents and improved long term preservation of the wild and scenic nature of the river and ponds associated with the property. Building covenants will assure homes meet minimum standards of the community. Homeowners will be responsible for their own home and lot maintenance, but the park and access facilities will be managed thru a Home Owner's Park Association(HOPA) with each deeded access lot having a voting share of the association. Envisioned assets would be environmental friendly parking lot and boat ramp(owner's boats and trailers not stored in water or park), limited Canoe and Kayak racks for use when in the park, picnic tables, covered open shelters, grill stands, possible shuttle trailers for taking canoes and Kayaks "up river" for launching. Association to determine scope and funding of the park.

August 15, 2019

Kate Thunstrom, City Planner
City of St. Francis
23340 Cree Street NW
St. Francis, MN 55070

SUBJECT: Swiss Landing
MnDOT Review #S19-042
NE quad of MN 47 and Ambassador Blvd
City of St. Francis, Anoka County
Control Section: 0206

Dear Kate Thunstrom:

MnDOT has reviewed the plans submitted by Beth Richmond of the Hoisington Koepler Group on 7/29/19 for the above referenced project. Before further development, please address the following:

Right and Left Turn Lanes Required at Northerly Access Road

Right and left turn lanes are required on MN 47 at the intersection with the new northerly access road opposite 241st Avenue.

Existing traffic volume on this segment of MN 47 is 7,500 AADT (2018), and the speed limit is 55 mph. The proposed development would generate approximately 1,500 new trips per day.

Therefore, this intersection meets the thresholds for Warrant 9 of MnDOT's [Access Management Manual](#) for both right and left turn lanes from a state trunk highway to/from a public street. See page 47 of Chapter 3.

For questions, please contact Ashley Roup of MnDOT's Metro District Traffic Engineering Section at Ashley.Roup@state.mn.us or 651-234-7815.

Design Layout Required

Construction of the right and left turning lanes on MN 47 at the northerly access driveway requires a Level 2 Design Layout. (In cases such as this where a design layout is required, a MnDOT access permit is not.)

This MnDOT website provides layout design guidance and identify layout requirements: <http://www.dot.state.mn.us/metro/predesign/resources.html>. The first link under **Guidance** is helpful, as well as the **Design Resources** tab. "Please see "Common design issues" before submitting a layout and note due dates under the "Layout Approval Committee" tab."

Please contact Melissa Barnes, MnDOT's Metro District North Area Engineer, for guidance on the design layout review process. She can be reached at: at Melissa.Barnes@state.mn.us or 651-234-7716.

Relocate Access Road on Ambassador Boulevard and Add an Eastbound Turning Lane

MnDOT recommends that the City require the proposed access road onto Ambassador Blvd to be relocated further east to maximize the distance from the MN 47 intersection, and that a left turn lane be added on Ambassador Blvd eastbound into the site.

The currently proposed location of the access road to Ambassador Blvd conflicts with the existing right turn lane to northbound MN 47. Moving this access road further to the east will improve safety by providing more distance for vehicles leaving the development to prepare for the left turn to go south on MN 47. The recommended left turn lane on Ambassador Boulevard eastbound will better accommodate traffic going into the development and reduce conflicts and cut-throughs at the existing driveway for the medical office on the south side of the street. These are likely to be the most frequent turning movements for vehicles leaving and entering the development.

Importantly, this segment of MN 47 is immediately adjacent to the study area for MnDOT's [Highway 47 Improvements Study](#) beginning at Ambassador Blvd and going south, which is now being performed in partnership with the City of St. Francis. With the additional traffic that will be accessing MN 47 at the Ambassador Blvd intersection, other improvements such as turning movement restrictions with median treatments may be needed to maintain and improve safety. Improvements should therefore be consistent with the solutions being developed through this study.

For questions, please contact Ashley Roup of MnDOT's Metro District Traffic Engineering Section at Ashley.Roup@state.mn.us or 651-234-7815.

Clear Zone Distance from Westerly Drainage Pond

Please provide more information about the distance of the proposed westerly drainage pond that is closest to MN 47 at the midpoint on the western side of the development, as well as the slopes at this location, to verify that this pond will be outside the roadside clear zone. For more information, see the guidance provided on this MnDOT website: <http://www.dot.state.mn.us/stateaid/clear-zone.html>.

For questions, please contact Jeff Rones of MnDOT's Metro District Design Engineering Section at Jeff.Rones@state.mn.us or 651-234-7647.

Right-of-Way Access Closures

The agricultural field access onto Ambassador Blvd will need to be closed.

The home access driveway on MN 47 where the new drainage pond is proposed could remain for the purpose of providing access for maintenance of the pond. This driveway may not, however, connect to the development's internal roads.

At the proposed location for the new northerly access road opposite 241st Avenue, the existing south driveway to Widhalm Tool and Die will need to be closed or relocated.

For questions, please contact Mike Lynch of MnDOT's Metro District Right-of-Way Office at Mike.Lynch@state.mn.us or 651-234-7558.

Drainage Permit Required

A drainage permit will be required to ensure that current drainage rates from the development to MnDOT right-of-way will not increase. Please provide computations and plans so that MnDOT may verify that the proposed development maintains or reduces drainage rates to the state right-of-way. Please include both existing and proposed site conditions. Drainage permit applications are available and should be submitted at: <https://dotapp7.dot.state.mn.us/OLPA>.

Please submit the following documents with the drainage permit application:

1. A grading plan showing existing and proposed contours.
2. Drainage area maps for the proposed project showing existing and proposed drainage areas. Any off-site areas that drain to the project area should also be included in the drainage area maps. The direction of flow for each drainage area must be indicated by arrows.
3. Drainage computations for pre- and post-construction conditions during the 2-, 10-, 50-, and 100-year rain events.
4. Time of concentration calculations.
5. An electronic copy of any computer modeling used for the drainage computations.

MnDOT's drainage permits checklist is attached for your convenience.

For questions, please contact Mark Fairbrother of MnDOT Metro District Water Resources Engineering at 651-234-7528 or Mark.Fairbrother@state.mn.us.

Permits

In addition to the drainage permit required above, removal of the existing private driveway on MN 47 at Widhalm Tool and Die, and the removal or change of use at the existing residential driveway at the future pond site, at will require a MnDOT permit or permits.

Further, any other work within or affecting the MN 47 right-of-way will require an appropriate MnDOT permit. Permit forms are available and should be submitted at: <https://dotapp7.dot.state.mn.us/OLPA>.

Please contact Buck Craig of MnDOT's Metro District Permits Section at 651-234-7911 or Buck.Craig@state.mn.us for related questions.

Pedestrians and Bicycles

There are bicycle/pedestrian paths on both sides of MN 47 to the south of Ambassador Blvd, as well as connecting that intersection with the school facilities just to the west. Also, the City of St. Francis is planning to develop a trail heading east on Ambassador Blvd in the future. Because of the current and anticipated bicycle and pedestrian infrastructure immediately adjacent to the planned development, as well as the previously mentioned [Highway 47 Improvements Study](#), MnDOT strongly recommends that internal sidewalks and/or trails be included throughout the site and that they be connected to the local sidewalk and trail system.

For related questions, please contact Cameron Muhic of MnDOT's Metro District Multimodal Planning Section at 651-234-7797 or Cameron.Muhic@state.mn.us.

Review Submittal Options

MnDOT's goal is to review proposed development plans and documents within 30 days of receipt. Electronic file submittals are typically processed more rapidly. There are four submittal options:

1. Email documents and plans in PDF format to metrodevreviews.dot@state.mn.us. Attachments may not exceed 20 megabytes per email. If multiple emails are necessary, number each message.
2. Upload PDF file(s) to MnDOT's external shared internet workspace site at: <https://mft.dot.state.mn.us>. Contact MnDOT Planning development review staff at metrodevreviews.dot@state.mn.us for access instructions and send an email listing the file name(s) after the document(s) has/have been uploaded.
3. Mail, courier, or hand deliver documents and plans in PDF format on a CD-ROM compact disc to:
MnDOT – Metro District Planning Section
Development Reviews Coordinator
1500 West County Road B-2
Roseville, MN 55113
4. Submit printed documents via U.S. Mail, courier, or hand delivery to the address above. Include one set of full-size plans.

You are welcome to contact me at 651-234-7795 with questions.

Sincerely,

David Elvin, AICP
Principal Planner

Copied by Email:

Melissa Barnes, North Area Engineer
Shelia Kauppi, North Area Manager
Brian Kelly, Water Resources
Mark Fairbrother, Water Resources
Jeff Rones, Design
Buck Craig, Permits
Mike Lynch, Right-of-Way
Ashley Roup, Traffic Engineering
Cameron Muhic, Multimodal Planning
Russell Owen, Metropolitan Council
Beth Richmond, Hoisington Koegler Group

TO: Joe Kohlmann, City Administrator
FROM: Kate Thunstrom, Community Development Director
SUBJECT: Ordinance Amendment, Chapter 10 Zoning –Section 16 Outdoor Storage
DATE: September 3, 2019

OVERVIEW

City Code is written and adopted with an intended use as it is applied to property. It has been identified that a section of code is able to be interpreted differently based on staff. Section 10-15 is related to the City's outdoor storage of recreational vehicles, trucks and parking.

Section D-3 is intended to direct properties with boats, campers and other recreational vehicles to be parked on a surface or a pad. However the language as it applies to pavers does not identify that it is to be a full surface and not just pavers under tires.

- Staff is proposing clarification that the concrete paver blocks shall be applied to the entire area.

Additionally, Chapter 10 – Section 19 as it relates to parking and driveways was updated this spring. The references to that chapter is Section F are no longer correct.

- Staff is proposing to direct to the Chapter and allow the flexibility if it changes in the future it does not create additional changes.

On August 26, 2019, the Planning Commission held a public hearing with no comment received.

ITEMS TO BE DISCUSSED:

Amendment to Chapter 10 Zoning, Section 16-15

TIMELINE:

If Council is in agreement with the above suggested Amendments, the following timeline will apply:

September 3rd – 1st Reading

September 16th – 2nd Reading

September 20th – Publish for Comment

October 21st - Effective



ATTACHMENTS:

Chapter 10 Zoning –Section 16-15

10-16-15. - Outdoor storage.

- A. *District Requirements:* Except as herein provided or as specifically allowed within the specific zoning districts established by this Ordinance, all materials and equipment shall be stored within a building.
- B. *Exceptions:*
 - 1. Clothes line pole and wires.
 - 2. Play equipment.
 - 3. Recreational vehicles and equipment may be parked or stored outdoors as regulated by Section 10-16-15.D of this Ordinance.
 - 4. Construction and landscaping material currently being used on the premises.
 - 5. Off-street parking of operable motor vehicles as specified in the respective zoning districts.
- C. *Vehicle/Equipment Sales:*
 - 1. *Residential Districts:*
 - a. Personal vehicles, recreational vehicles, farm machinery, and equipment and similar merchandise offered for sale in residential zoning districts shall comply with the following:
 - (1) The merchandise sold in residential areas shall be the personal property of the occupant.
 - (2) Sales of personal merchandise herein addressed shall be limited to no more than three (3) items per calendar year.
 - (3) Merchandise items for sale shall not be parked in any portion of the public right-of-way, public boulevard, or required front yard except a designated, improved driveway.
 - (4) For sale signs on or in such merchandise shall be limited to four (4) square feet in area and three (3) feet in height.
 - b. Garage or rummage sales conducted in residential zones shall comply with the following:
 - (1) Sales shall be limited to a maximum of four (4) consecutive days and occurring no more than two (2) times within one calendar year per property.
 - (2) Signs shall be governed by Chapter 23 of this Ordinance.
 - 2. *Non-Residential Districts:* Motor, commercial and recreational vehicles shall not be displayed "for sale" or sold within non-residential districts unless as part of an approved licensed sales dealership or for short-term parking (twelve [12] hours or less) if the vehicle is owned by an employee of said business where the vehicle is parked with the consent of the business owner.
- D. *Recreational Camping Vehicle, Utility Trailer, Boat, Unlicensed Vehicle, and Parking:*
 - 1. Definition. The terms **Recreational Camping Vehicle, Utility Trailer, Boat and Unlicensed Vehicle (Operable)** mean any of the following:
 - a. **Travel Trailer** —A vehicular, portable structure built on a chassis, designed to be used as a temporary dwelling for travel, recreational, and vacation uses, permanently identified "Travel Trailer" by the manufacturer of the trailer.
 - b. **Pickup Coach** —A structure designed to be mounted on a truck chassis for use as a temporary dwelling for travel, recreation and vacation.
 - c. **Motor Home** —A portable, temporary building to be used for travel, recreation and vacation, constructed as an integral part of a self-propelled vehicle.
 - d. **Camping Trailer** —A folding structure, mounted on wheels and designed for travel, recreation and vacation uses.

- e. **Utility Trailer** —A trailer used for the transporting of items typically associated with a residential use. Utility Trailers shall not include trailers used to transport equipment used for commercial use.
 - f. **Boat** —For the purpose of this definition, "boat" shall include a water craft of less than twenty-two (22) feet in length, that is intended for personal use by the resident.
 - g. **Unlicensed Vehicle (Operable)** —Any passenger vehicle which does not have a current registration, but is capable of legally being operated on a public street. A vehicle having a flat tire or tires, missing wheel or wheels, lack of an engine or critical component parts thereof preventing immediate ignition of the engine, broken or cracked windshield, broken or non-functioning headlights, or other characteristics of a vehicle not capable of being immediately legally driven on a public road shall be presumed to be inoperable.
- 2. It is unlawful for any person to park or store a recreational camping vehicle, utility trailer, boat or unlicensed vehicle (operable) in the required setback area of any property.
 - 3. Properties which are less than ten (10) acres in size and are zoned for or used for residential purposes, shall be limited to a maximum of three Recreational Camping Vehicles, Utility Trailers, Boats or Unlicensed Vehicles (operable), or a combination thereof, stored outside of an accessory structure or attached garage; provided a property shall be limited to a number of one Unlicensed Vehicle (operable) and all such vehicles must be parked on an Approved Parking Surface. For purposes of this Section, an "Approved Parking Surface" shall mean a parking surface paved with a bituminous or concrete surfacing not less than two inches in depth, or covered with a Class V aggregate, landscaping rock (with landscaping fabric installed under the rock) or concrete paver blocks all of which are applied to the entire area beneath, and extending 12 inches around the perimeter of the recreational camping vehicles, utility trailer, boat or unlicensed vehicle (operable). All areas must be ~~are~~ maintained adequately to prevent the growth of vegetation. The total outside storage area for the permitted recreational vehicles shall be limited to a maximum of five hundred (500) square feet in size.
- E. *Truck Parking:* It is unlawful to park a truck (other than a truck of twelve thousand (12,000) gross vehicle rated weight or less), a truck tractor, semi-trailer, bus, construction equipment, construction trailers, or manufactured home within residential districts (RR, ML-PUD, R1, R2, R3 and R4) of the City that are zoned and/or used for residential purposes, except for the purpose of loading or unloading the same, and then only during such time as is reasonably necessary for such activity. For purposes of this section "construction equipment" and/or "construction trailers" shall mean only such equipment and trailers as is decreed per Minnesota Department of Transportation requirements and actively used in connection with the operation of a construction-related business.
 - F. *Parking in Residential Districts:* It is unlawful to park a vehicle in the yard of any property in the RR, ML-PUD, R1, R2, R3, and R4 Districts except on an approved parking surface adjacent to a driveway. The parking surface shall be constructed of bituminous, concrete, or pavers. Such parking pads shall be considered an expansion of a driveway and require the issuance of a driveway permit pursuant to Section 10-19-15-4-B-14. Properties in the RR and ML-PUD Districts may receive a waiver from the surfacing requirements as stated in Section 10-19-15-4-B-21.

(Ord. 190, eff. 1-18-2014, rev 4-22-2019, rev 10-21-19)

TO: Joe Kohlmann, City Administrator
FROM: Kate Thunstrom, Community Development Director
SUBJECT: Ordinance Amendment, Chapter 10 Zoning –Section 18 Accessory Structure
DATE: September 3, 2019

OVERVIEW

At the August 5, 2019 Council meeting, a builder and property owner addressed Council on their concern of the limited attached garage space that current zoning code allows.

Currently St. Francis caps the attached garage at 80% up to 1,000 sq. ft. no matter the size of the footprint. After a review of surrounding cities, it was found that there are many ways cities set these limits.

- A total property combined detached and attached
- Open ended with impervious surface and setbacks creating the maximum
- A maximum but allows adjustments based on house size
- Allows up to the ground coverage of the home

The City has had a handful of contractors and property owner's struggle with the limits, all because of the increased size of the house.

Typically house plans including attached garages are sized to fit the structure. As the city should require limits to garage sizes to ensure it creates a balanced neighborhood, it should also consider the differences between standard and large home size construction.

Staff is proposing keeping the maximum limit of 840 sq. ft. 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 overall size. Additionally, it is the intent to keep neighborhood aesthetics and prevent zoning standards that allow garages to exceed the primary living space.

The Planning Commission held a Public Hearing on August 21, 2019 and received no public comment.

ITEMS TO BE DICUSSED:

Amendment to Chapter 10 Zoning, Section 18

TIMELINE:

If Council is in agreement with the above suggested Amendments, the following timeline will apply:

September 3rd – 1st Reading

September 16th – 2nd Reading

September 20th – Publish for Comment

October 21st - Effective

ATTACHMENTS:

Chapter 10 Zoning –Section 18-6

10-18-6. - Area, number and height limitations.

Accessory structures shall comply with the following area, number and height limitations:

A. *Rural Service Area:*

1. Attached accessory structures shall not exceed:
 - ~~E~~ight hundred forty (840) square feet in size, except that;
 - ~~T~~he maximum square footage can be increased ~~to one thousand (1,000) square feet~~, provided that the accessory structure size does not exceed eighty (80) percent of the foundation footprint of the principal structure

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2. Detached accessory structures shall be limited as follows:

LOT SIZE	ACCESSORY STRUCTURE LIMITS	
a. Less than 1 acre	Total detached square footage	600
	Maximum number of detached buildings	1
	NO POLE BUILDINGS ALLOWED	
	Maximum sidewall height	10 feet
b. 1 acre but less than 2 ½ acres	Total detached square footage	1,200
	Maximum number of detached buildings	1
	POLE BUILDINGS ALLOWED	
	Maximum sidewall height	12 feet
c. 2 ½ but less than 5 acres	Total detached square footage	1,500
	Maximum number of detached buildings	2
	POLE BUILDINGS ALLOWED	
	Maximum sidewall height	14 feet
d. 5 acres but less than 10 acres	Total detached square footage	4,000
	Maximum number of detached buildings	2

	POLE BUILDINGS ALLOWED	
	Maximum sidewall height	16 feet
e. 10 acres and larger	Total detached square footage	5,000
	Maximum number of detached buildings	2
	POLE BUILDINGS ALLOWED	
	Maximum sidewall height	18 feet

B. *Urban Service Area:*

1. Attached and detached private residential garages shall not exceed eight hundred forty (840) square feet in size, except that the minimum square footage can be increased to one thousand (1,000) square feet, provided that the accessory structure does not exceed eighty (80) percent of the foundation foot print of the principal structure.
2. All new and relocated residential homes shall be constructed with an accessory structure meeting the minimum standards required in Section 10-19-9. For one and two family dwelling units, said accessory structure shall have a minimum floor area of at least four hundred forty (440) square feet.
3. Residential properties within the Urban Service Area may have one detached accessory structure, not to exceed two hundred (200) square feet in size, in addition to private residential garage. This second detached accessory building shall not exceed sixteen (16) feet in height.
4. Residential properties with detached accessory structures that subsequently construct an attached accessory structure, shall deduct the square footage of the detached structure from the allowable square footage, less two hundred (200) square feet.
5. Unless otherwise permitted, all detached accessory buildings shall not exceed twenty (20) feet in height or the height of the principal structure, whichever is less.

(Ord. 76, SS, 8-4-2003; Ord. 181, SS, 4-21-2013)

City Council
AGENDA REPORT
Agenda Item #
9E

TO: Mayor & City Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: Worksession
DATE: September 3rd, 2019

OVERVIEW

Staff is requesting a worksession for Monday September 23rd or Tuesday September 24th.

The tentative topics for the Worksession include but are not limited to:

- 1) Nuisance property
- 2) City Buildings Discussion
- 3) Potential other business may develop between now and Meeting Notice Date

Recommended Motion:

Motion to schedule a worksession on _____, 2019 at City Hall at 5:30 p.m.