



PLANNING COMMISSION MEETING
City Hall: 3750 Bridge NW
Wednesday, April 15, 2026 at 7:00 PM

AGENDA

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE**
2. **ROLL CALL**
3. **ADOPT AGENDA**
4. **APPROVE MINUTES**
 - A. Planning Commission Minutes - March 18, 2026
5. **PUBLIC COMMENT**
6. **PUBLIC HEARINGS**
 - A. St. Francis Area Schools Field Lighting CUP
7. **REGULAR BUSINESS ITEMS**
 - A. Willow Ridge Business Center Site Plan
8. **DISCUSSION BY PLANNING COMMISSIONERS**
9. **ADJOURNMENT**

CITY OF ST. FRANCIS
ST. FRANCIS, MN
PLANNING COMMISSION MINUTES
MARCH 18, 2026

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

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

- 3. **Adopt Agenda:** Motion by Behning, second by Hingos, to approve the agenda. Motion carried 5-0.
- 4. **Approve Minutes:** Motion by McMullen, second by Hingos, to approve the November 19, 2025, minutes. Motion carried 5-0.
- 5. **Public Comment:** Public comment was opened at 7:01 p.m. No comments were received. Public comment was closed at 7:02 p.m.

- 6. **Public Hearing:**
None.

7. **Regular Business Items**

- a. Turtle Ponds 6th Addition Concept Review
City Planner Richmond reviewed the Staff report regarding a concept plan for the Turtle Ponds 6th Addition. The proposed 6th Addition would be located on a roughly 2.5-acre parcel within the urban service area, adjacent to the golf course. The site is within the Turtle Run Planned Unit Development (PUD) and is guided for medium-density residential use (3-7 units per net acre). The concept proposes 7 detached townhome lots at approximately 4.7 units per net acre, which falls within the allowable density range. The site was rezoned to the Turtle Run PUD in 2023, at which time a preliminary plat for 7 lots was also approved.

Richmond noted that an existing wetland runs along the north and west sides of the site, impacting proposed lots 2-6. Code requires a 16.5-foot vegetated wetland buffer and a 30-foot principal structure setback from the wetland. Staff noted that the 16.5-foot buffer requirement cannot be varied, while the 30-foot setback allows for some flexibility. Richmond indicated that minor wetland filling may be required in two small areas to achieve the required buffer and provide usable buildable area on the affected lots. Any such filling would require wetland mitigation.

Access to the site would be provided via a continuation of the existing private street through the Turtle Ponds 4th Addition. Richmond noted that the proposed private street dimensions, both pavement width and right-of-way width, are narrower than what is

required by code, and that flexibility from those standards would need to be sought if the application moves forward.

Richmond also noted that the 2023 PUD amendment requires principal structures to be set back at least 20 feet from the pavement edge of any roadway. The proposed road extension would impact not only the 7 new lots but also the two westernmost lots in the 4th Addition.

The applicant's engineer, Chris Dahn of Widseth, and developer Dylan Carroll of Home Improvement Shop were present and addressed questions from the Commission. Dahn confirmed the proposed units would be slab-on-grade construction, consistent with the 4th Addition. Dahn stated that the Hammerhead turnaround design was selected to accommodate emergency vehicle access, with the dead-end road length kept to 150 feet to meet fire department requirements. Dahn noted that overflow guest parking could be provided at both ends of the private street. Carroll confirmed that the existing HOA, of which the developer holds the majority, agrees with incorporating the new addition. Dahn confirmed the existing pole shed on the site would be removed.

The Commission discussed the wetland buffer and setback requirements, the feasibility of buildable area on lots 2-6, and the potential need for a subdivision variance or PUD amendment to address the wetland setback. The Commission asked questions of staff and the applicant regarding the impact on the 4th Addition lots, the proximity of the proposed road to existing homes (approximately 15 feet), and the adequacy of that distance. The Commission expressed interest in receiving confirmation from the HOA or affected homeowners regarding the reduced setback from the proposed road. The Commission also asked questions of staff regarding snow removal, tree placement, and emergency vehicle access. Staff indicated the concept plan would be forwarded to the City Council for feedback at the first Monday meeting in April.

As this is a concept plan review, no formal action was required.

8. Planning Commission Discussion

The Commission elected officers for 2026. Motion by McMullen, second by Genin, to reappoint Dustin Pavek as Chair. Motion carried 5-0.

Motion by Pavek, second by McMullen, to appoint Gail Genin as Vice Chair. Motion carried 5-0.

9. Adjournment:

Motion by Hingos, second by McMullen, to adjourn the meeting. Motion carried 5-0.

Meeting was adjourned at 7:33 p.m.

Website Link to Packets and Minutes for the Planning Commission:

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



**PLANNING COMMISSION
AGENDA REPORT**

TO:	St. Francis Planning Commission
FROM:	Beth Richmond and Ryan Kadet, Planners
SUBJECT:	St. Francis Area Schools Field Lighting CUP
DATE:	04-08-2026 for 04-15-2026 meeting
APPLICANT:	St. Francis Area Schools (Chris Lindquist)
LOCATION:	23397 Rum River Blvd NW
COMP PLAN:	Institutional
ZONING:	R-1 Urban Low Density Detached Residential District

OVERVIEW:

The St. Francis Area Public School District has requested a Conditional Use Permit (CUP) to replace an existing field lighting system and install a new one on light poles that exceed the maximum allowable height at the athletic fields near the High School on Rum River Boulevard NW and 235th Avenue NW. The site currently contains four athletic fields and is used today by the school district and local organizations for youth sports programming. The existing lighting system is made up of six 70' poles and serves only the two north fields.

This project proposes the following changes:

- Replace the existing metal halide lighting system with a new LED system on the north two fields.
- Install six new 70' poles and an LED lighting system to serve the south two fields and extend the hours of operation.

The zoning code limits exterior lighting sources to a maximum height of 25' and allows exceptions by CUP, provided that all other requirements of the exterior lighting performance standards (Code Section 10-71-04) are met. The zoning code also allows extended hours for exterior lighting serving outdoor recreational uses. A CUP for both of these conditions may be granted based on a project's consistency with the St. Francis comprehensive plan, compatibility with present and future land uses, conformity with performance standards, ability to accommodate existing public services, and confirmation that it will not overwhelm the capacity of streets serving the property.



REVIEW PROCEDURE:

60-Day Land Use Application Review Process

Pursuant to Minnesota State Statutes Section 15.99, local government agencies are required to approve or deny land use requests within 60 days. Within the 60-day period, an automatic extension of no more than 60 days can be obtained by providing the applicant written notice containing the reason for the extension and specifying how much additional time is needed. The deadline for the land use request is May 18, 2026.

Public Hearing

City Code Section 10-31-03 requires that a public hearing for review of the land use requests be held by the Planning Commission. The public hearing notice was published in the Anoka County Union Herald on March 31, 2026 and posted on the City Hall bulletin board on March

31, 2026. The public hearing notice was mailed to all affected property owners located within 350 feet of the subject property on March 31, 2026.

Anoka County

The application was shared with the Anoka County Transportation Division who reviewed the application and responded that they had no comments.

CONDITIONAL USE PERMIT REVIEW

The site contains four practice and game fields for football and soccer, one baseball field, and a parking lot accessed primarily via Rum River Boulevard NW. The site is adjacent to the St. Francis High School complex to the southwest and a low-density residential neighborhood to the east. The proposed project is intended to provide better lighting uniformity, keep light levels consistent, reduce energy costs, significantly reduce unwanted spill and glare on adjacent properties, provide better control over lighting output, provide the proper lighting angle for player safety, and extend the usable hours of the two southern fields.

Land Use

The site is guided for Institutional use by the 2040 Comprehensive Plan and is zoned R-1 Urban Low Density Detached Residential District. As a youth education and recreation/athletics campus, the use is consistent with this land use designation. Within the R-1 District, schools and recreational facilities are allowed as permitted uses.

Proposed Site Changes

South Fields Lighting Installation

Six new 70' light poles will be installed around the two south fields with an LED lighting system. This will require bases to be drilled (typically 30" x 12').

North Fields Lighting Replacement

The current lighting system around the two north fields will be removed and replaced with an LED system. The existing six 70' tall light poles will be reused which will not alter any surfaces.

Exterior Lighting Performance Standards

Code Section 10-71-04 regulates exterior lighting for the purpose of reducing light pollution, promoting energy conservation, and increasing night-time safety, utility, security and productivity. The proposed project seeks an exception from the 25' height limitation by CUP to allow for a lighting pole height of 70'. Exceptions to the height standard may be approved provided that all other requirements of the Exterior lighting section are met.

The applicant has demonstrated that the lighting intensity from the proposed lighting systems is below the maximum allowable footcandles (fc) thresholds measured from the centerline of the nearest adjacent public street (1 fc) and adjacent property lines (0.4 fc). The proposed system design includes the required measures for controlling direction and glare in residential districts in order to reduce the impacts on the existing residential neighborhood to the east.

Outdoor recreational uses are allowed to be lit until 11:00pm with approval of a CUP. The hours of operation for the lights on all four fields are anticipated to be May through October from early dusk until roughly 9:30pm, similar to the hours of operation for the northern fields today.

STAFF RECOMMENDATIONS:

Staff recommends that the Planning Commission recommend approval of the CUP to allow for an exception to the exterior lighting maximum height requirement and the extension of the hours of operation as an outdoor recreation use.

Suggested CUP Findings of Fact

1. The proposed CUP is consistent with the City’s 2040 Comprehensive Plan and the proposed use is compatible with present and future land uses of the area.
2. The proposed use conforms with all performance standards contained in the City’s Zoning Ordinance. The proposed lighting systems will meet the
3. The project proposes to light existing fields. The proposed lighting systems will not result in an increase in use which would overburden the streets or parking areas serving the site.

Suggested CUP Conditions of Approval

1. Hours of operation of the exterior lighting systems shall be limited to those specified in the City Code for outdoor recreation uses.
2. All fees and financial obligations shall be received by the City prior to the releasing of the approval documents for recording.
3. Other conditions identified during the review process by Staff, the Planning Commission, or the City Council.

PLANNING COMMISSION ACTIONS

The Planning Commission is requested to hold the public hearing for the CUP request. After the public hearing and discussion, the Planning Commission could take one of the following actions:

1. Recommend approval with the conditions and findings of fact as presented by Staff:
 - a. Suggested motion:
 - i. Recommend approval of the Conditional Use Permit for the St. Francis Area High School Lighting Installation with conditions and findings of fact as presented by Staff.
2. Recommend denial with Planning Commissioners’ findings of fact.
3. Table the request to the next Planning Commission meeting and provide direction to Staff and the applicant as to the additional information needed.

ATTACHMENTS

- Application & Narrative
- Pole and Fixture Information
- Footcandle Light Scans

Application Date:	3/4/2026
Fee: \$350.00	Escrow: 2500.00

PERMIT APPLICATION

PERMIT YOU ARE REQUESTING: **CONDITIONAL USE** **INTERIM USE** **VARIANCE**

PROPERTY INFORMATION: <small>If multiple properties, attach separate sheet</small>	PROJECT ADDRESS: 23397 Rum River Blvd NW		
	LEGAL DESCRIPTION: (Attach if necessary)	ZONING DISTRICT:	
		LOT SIZE:	
	PROPERTY ADDRESS: 23397 Rum River Blvd NW		
OWNER INFORMATION:	NAME: St. Franics Area Schools		
	ADDRESS: 4115 Ambassador Blvd NW		
	CITY: St. Franics	STATE: MN	ZIP: 55070
	PHONE:	EMAIL: chris.lindquest@isd15.org	
APPLICANT:	NAME: Chris Lindquist	PHONE: 763-753-7048	
REASON FOR REQUEST:	<p>Existing use of the property?</p> <p>The existing use of the property is for athletics, primarily practice and game fields.</p> <p>Description of the proposed use of the property the requires the application of a CUP, IUP or variance?</p> <p>The proposed use of the property is to update the current lighting on the north two fields and add lighting to the southern two two fields.</p> <p>Hours of operation, including dates, times (if applicable)? The site hours of operation vary based on the time of year. During the school year the hours of operation are 3:00 pm to 9:30 pm. During summer the operation hours are 8:00 am to 9:00 pm.</p> <p>Duration of the proposed use? May-October. With the lights in operation from early dusk until 9:00-9:30</p> <p>Date or event that will terminate the use? Snow</p>		

Questions continued on next page...

PERMIT APPLICATION QUESTIONS (CONTINUED)

Describe any physical or hydraulic impacts this project will have on water resources. Will the project involve the alteration of any surface?

The (6) new light poles will require bases to be drilled typically 30" x 12'. The existing (6) light poles will be reused which will not alter any surfaces.

Provide an estimate of the acreage to be graded or excavated and the amount of soil to be moved. Describe any steep slopes, or highly erodible soils and what measures will be used to minimize erosion.

N/A

Is this project in proximity to designated parks, trails, recreation areas, wildlife preserves or other unique resources?

The lighting will be used on recreational sports fields.

Provide any additional information that would be helpful for the Planning Commission when reviewing this application.

The recommended 70' pole height is important because it limits the negative impact of spill and glare light on nearby properties. In addition, 70' pole heights provide proper lighting angle for player safety. Utilizing shorter pole heights would cause more environmental issues and be more dangerous to the youth participants.

Does the request meet the criteria identified in City Code?

Yes. Outdoor recreational uses such as, but not limited to, baseball fields, football fields, and tennis courts have special requirements for night-time lighting. Due to these unique circumstances.

PROJECT NARRATIVE

Sports Lighting Authority is the School District's sports lighting project specialist who will manage the lighting upgrade project at the High School Upper Sports Fields. As experts, we focus on the School District's best interest in providing purchasing guidance, design leadership, construction monitoring, and performance verification for the LED sports lighting system.

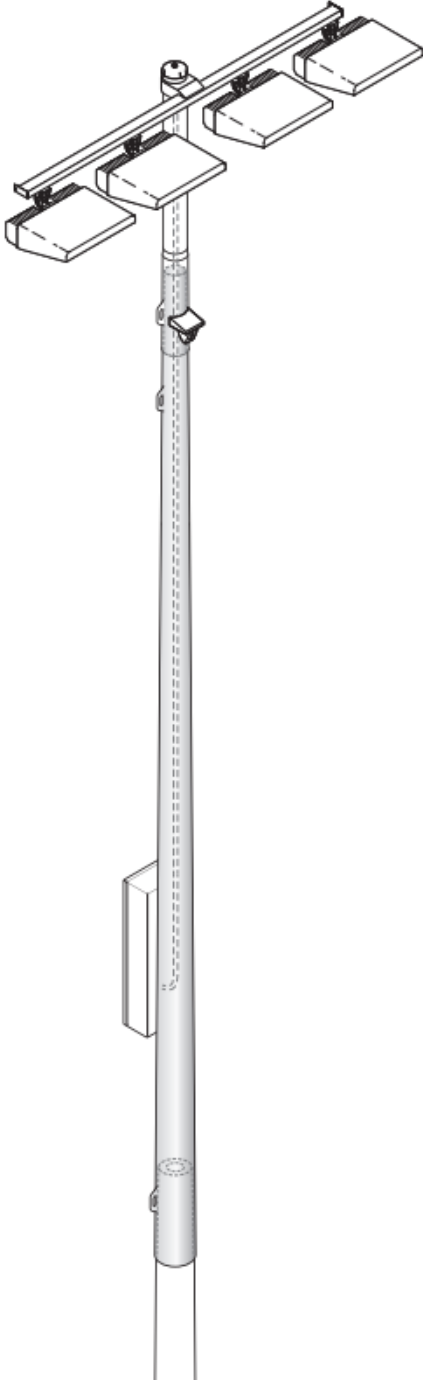
The two northern fields currently utilize metal halide sports lighting on (6) 70' steel poles. The project will reuse the existing poles and replace the metal halide with high-quality LED lighting. The new lighting will provide better lighting uniformity, keep light levels consistent, reduce energy costs, significantly reduce unwanted spill and glare, and provide instant on/off with scheduling. The existing poles will be stripped of the light fixtures and electrical components and replaced with a new LED lighting system.

The southern two fields are currently without lighting and will get a new 6-pole system with 70' galvanized steel poles and underground electrical circuits. The system comes factory-aimed, and Sports Lighting Authority will test the light levels to ensure specifications and City ordinance are met. In addition, the new LED fixtures will produce less glare and provide better control over lighting output.

The project will start in June and finish early August.

TLC for LED® – Galvanized Steel Pole

5 Easy Pieces™



Overview

The galvanized steel pole is designed to slip-fit together with the precast concrete base and the poletop luminaire assembly.

Features

- Slip-fit connection allows pole assembly with come-alongs
- Built-in hardware for attaching electrical components enclosure
- Wire access from inside the pole (no exposed wiring or conduit)
- Shipped in sections for easier handling
- Labeled with pole identification for location on field

Technical Specifications

Pole dimensions vary. For measurements refer to project specific pole configuration drawing.

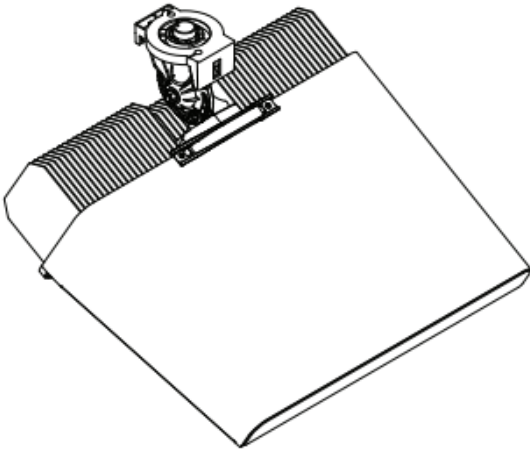
Construction

- Pole designs are tailored to meet the specific building codes and regulatory requirements of the project's location and region
- High strength, low alloy, tapered, round steel pole
- Hot-dip galvanizing inside and outside after fabrication meets ASTM-A123 standard
- Grounding lug—rated for copper (CU) wiring
- Stainless steel fasteners passivated and coated

Quality Assurance Tests

- Material certifications are available upon notice prior to fabrication
- Straightness verification prior to shipment
- Galvanization thickness test

Datasheet: TLC-LED-1200 Luminaire and Driver

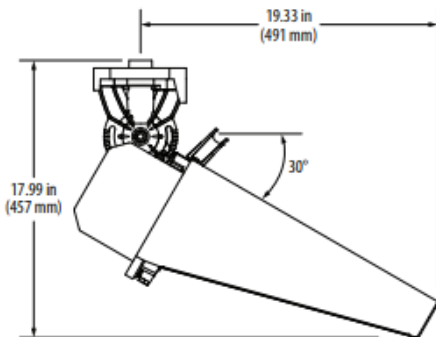
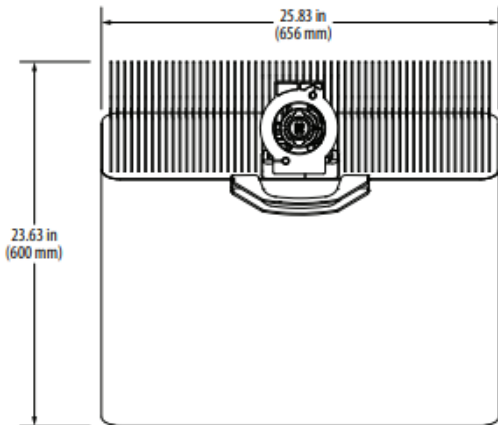


Luminaire Data

Weight (luminaire)	45 lb (20 kg)
UL listing number	E338094
UL listed for USA/Canada	UL1598 CSA-C22.2 No.250.0
CE Declaration	LVD, EMC, RoHS
Ingress protection (luminaire)	IP66
Impact rating	IK07
Material and finish	Aluminum, powder-coat painted
Wind speed rating (aiming only)	150 mi/h (67 m/s)
UL, IEC ambient temperature rating (luminaire)	50°C (122°F)

Photometric Characteristics

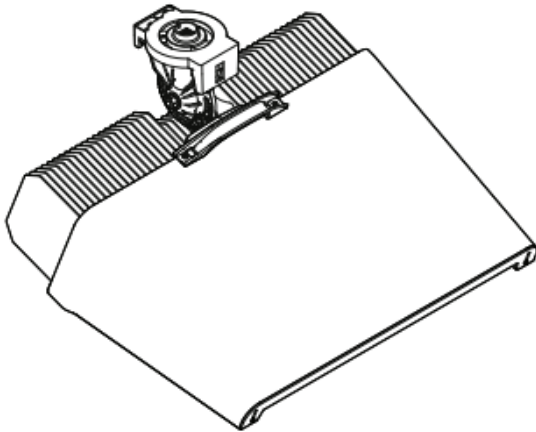
Projected lumen maintenance per IES TM-21-11	
L90 (20k)	>120,000 h
L80 (20k)	>120,000 h
L70 (20k)	>120,000 h
Lumens ¹	150,000
CIE correlated color temperature	5700 K
Color rendering index (CRI)	75 typ, 70 min
LED binning tolerance	5-step MacAdam Ellipse



Footnotes:

1) Value represents most common optical variation. Incorporates appropriate dirt depreciation factor for life of luminaire.

Datasheet: TLC-LED-900 Luminaire and Driver

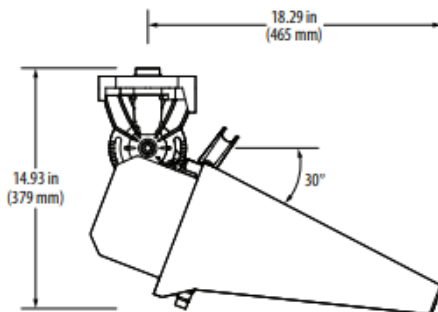
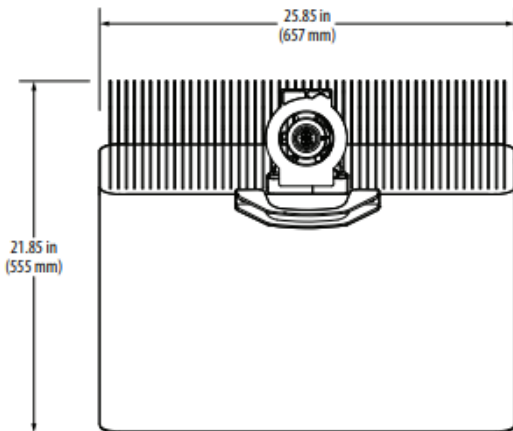


Luminaire Data

Weight (luminaire)	40 lb (18 kg)
UL listing number	E338094
UL listed for USA/Canada	UL1598 CSA-C22.2 No.250.0
CE Declaration	LVD, EMC, RoHS
Ingress protection (luminaire)	IP66
Impact rating	IK07
Material and finish	Aluminum, powder-coat painted
Wind speed rating (aiming only)	150 mi/h (67 m/s)
UL, IEC ambient temperature rating (luminaire)	50°C (122°F)

Photometric Characteristics

Projected lumen maintenance per IES TM-21-11	
L90 (20k)	>120,000 h
L80 (20k)	>120,000 h
L70 (20k)	>120,000 h
Lumens ¹	104,000
CIE correlated color temperature	5700 K
Color rendering index (CRI)	75 typ, 70 min
LED binning tolerance	5-step MacAdam Ellipse



Footnotes:

1) Value represents most common optical variation. Incorporates appropriate dirt depreciation factor for life of luminaire.

Equipment List For Areas Shown

QTY	Structure			Fixtures				
	STRUCTURE ID	SIZE	GRADE ELEVATION	ABOVE FIELD LEVEL	FIXTURE TYPE	QTY/POLE	THIS GRID	OTHER GRIDS
6	S1-S2 S5-S6 S11-S12	70'	-	70'	TLC-LED-1200	3	3	0
2	S3-S4	70'	-	70'	TLC-LED-1200	3/3*	6	0
2	S7-S8	70'	-	70'	TLC-LED-900	2/2*	4	0
2	S9-S10	70'	-	70'	TLC-LED-1200	4/4*	8	0
12	Totals					80	80	0

Above Field Level is height of fixtures above area shown
 *This structure utilizes a back-to-back mounting configuration

St Francis Upper Fields Soccer Youth Football

Agenda Item # 6A.

Grid Summary

Name: Project Spill @ 3ft.
 Spacing: 30.0'
 Height: 3.0' above grade

Illumination Summary

INITIAL HORIZONTAL FOOTCANDLES	
Entire Grid	Scan Average: 0.1159
	Maximum: 0.26
	Minimum: 0.00
	CU: 0.00
	No. of Points: 30
FIXTURE INFORMATION	
Applied Circuits:	A,B
No. of Fixtures:	80
Total Load:	86.64 kW

Guaranteed Performance: The ILLUMINATION described above is guaranteed per your Musco Warranty document.

Field Measurements: Individual field measurements may vary from computer-calculated predictions.

Electrical System Requirements: Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

Installation Requirements: Results assume ± 3% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.



SCALE IN FEET 1 : 100
 0' 100' 200'
 ENGINEERED DESIGN By: Colin Baldwin • File #252202E_30fc • 16-Mar-26

Pole location(s) ⊕ dimensions are relative to 0,0 reference point(s) ⊗



Equipment List For Areas Shown

QTY	Structure			Fixtures				
	STRUCTURE ID	SIZE	GRADE ELEVATION	ABOVE FIELD LEVEL	FIXTURE TYPE	QTY/POLE	THIS GRID	OTHER GRIDS
6	S1-S2 S5-S6 S11-S12	70'	-	70'	TLC-LED-1200	3	3	0
2	S3-S4	70'	-	70'	TLC-LED-1200	3/3*	6	0
2	S7-S8	70'	-	70'	TLC-LED-900	2/2*	4	0
2	S9-S10	70'	-	70'	TLC-LED-1200	4	4	0
				70'	TLC-LED-900	1	1	0
				70'	TLC-LED-1200	4/5*	9	0
				70'	TLC-LED-900	1	1	0
12	Totals					80	80	0

Above Field Level is height of fixtures above area shown
 *This structure utilizes a back-to-back mounting configuration

St Francis Upper Fields Soccer Youth Football

Agenda Item # 6A.

Grid Summary

Name: Roadway Spill
 Spacing: 30.0'
 Height: 3.0' above grade

Illumination Summary

INITIAL HORIZONTAL FOOTCANDLES	
Entire Grid	
Scan Average:	0.2563
Maximum:	0.46
Minimum:	0.04
CU:	0.00
No. of Points:	18
FIXTURE INFORMATION	
Applied Circuits:	A,B
No. of Fixtures:	80
Total Load:	86.64 kW

Guaranteed Performance: The ILLUMINATION described above is guaranteed per your Musco Warranty document.

Field Measurements: Individual field measurements may vary from computer-calculated predictions.

Electrical System Requirements: Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

Installation Requirements: Results assume ± 3% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.



SCALE IN FEET 1 : 100
 0' 100' 200'
 ENGINEERED DESIGN By: Colin Baldwin • File #252202E_30fc • 16-Mar-26

Pole location(s) ⊕ dimensions are relative to 0,0 reference point(s) ⊗





PLANNING COMMISSION AGENDA REPORT

TO: St. Francis Planning Commission
FROM: Beth Richmond and Ryan Kadet, Planners
SUBJECT: Willow Ridge Business Center Site Plan
DATE: 4-8-2026 for 4-15-2026 meeting
APPLICANT: Envision Construction Co, LLC (Garrett Carlson)
LOCATION: Between Cree St NW and St. Francis Blvd NW (PIN 06-33-24-11-0102)
COMP PLAN: Commercial
ZONING: B-2 General Business

OVERVIEW:

The City has received a development application for the construction of a commercial office building in the northern portion of the parcel east of Cree Street NW and west of St. Francis Boulevard NW (PIN #06-33-24-11-0102).

The applicant seeks to develop the northern 1.6 acres of the currently undeveloped 8.5-acre parcel. The proposed development would include a single-story 6,400 square-foot building with a parking area and access drive on Cree Street NW, and infiltration basin. The project site is within the City’s urban service area. Site plan review is required for any new construction of commercial principal buildings.



REVIEW PROCEDURE

60-Day Land Use Application Review Process

Pursuant to Minnesota State Statutes Section 15.99, local government agencies are required to approve or deny land use requests within 60 days. Within the 60-day period, an automatic extension of no more than 60 days can be obtained by providing the applicant written notice containing the reason for the extension and specifying how much additional time is needed. The deadline for the land use request is May 24, 2026.

SITE PLAN REVIEW

Site plan review for development applications is regulated under St. Francis Zoning Code Section 10-32-00. The proposed site plan includes a 6,400 SF commercial office building located at the north end of the 8.5-acre site. In the future, the site could be further subdivided to accommodate additional commercial uses.

Land Use

The site is currently undeveloped and zoned B-2 General Business District. It is guided for future commercial use by the 2040 Comprehensive Plan. The applicant is proposing a 6,400 square-foot, single-story commercial office building which is consistent with the comprehensive plan and B-2 zoning district.

The site abuts a commercial property to the north, Community Park across St. Francis Boulevard NW to the east, and a townhome development to the west.

Dimensional Requirements

The proposed site plan meets all setbacks, height, and impervious surface requirements for the B-2 district.

Building Type and Construction

The applicant is proposing to utilize wood framing, Hardie siding, and glass to make up the exterior facades of the building. Code requires that 100% of the front wall (SE side of the building) must consist of materials comparable in grade and quality to brick, stone, glass, stucco, or concrete block, while the remaining sides of the building may consist of wood, horizontal siding, or other architectural metal siding. Revisions to the front façade are necessary to meet the architectural material requirements.

The building design meets the requirement for changes in façade articulation through the use of windows.

Site Access and Parking

Access to the site will be provided from Cree St NW.

City Code requires parking to be provided at a rate of 1 space per 400 SF of office space, or 16 spaces for the proposed building. The applicant is proposing a parking area with 27 stalls located south of the building. The proposed parking area exceeds the minimum requirements for stall number and size, drive aisle width, and setbacks. The applicant should update the plans to confirm that the proposed surface of the parking area will consist of concrete, bituminous, or pavers.

Exterior Lighting

The applicant is proposing the installation of four lighting fixtures to light the parking area. The plans submitted demonstrate that this exterior lighting limits lighting intensity on the adjacent public right-of-way below the required thresholds. The proposed light poles will be 25 feet tall, meeting the maximum height requirements for lighting.

Screening & Landscaping

The site plan includes a fenced patio at the north side of the building and a screened dumpster area at the east end of the parking area. Additional detail has not been provided on the proposed fence at this time. The applicant must obtain a fence permit prior to installation of the fence.

Trash enclosures must be screened in accordance with Code Section 10-71-03 Waste, Refuse, Junk, and Recyclable Materials. Additional detail is needed to ensure that the screening height, opacity, and material are consistent with the Code. Because of the enclosure’s visibility from St. Francis Blvd NW, Staff recommends that the applicant consider vegetation in addition to fencing to screen the enclosure and enhance visual appeal from the roadway.

The applicant has submitted a landscaping plan which shows 12 trees to be planted around the perimeter of the parking lot. Landscaping plans must be prepared by a licensed landscape architect or other similar professional in accordance with the standards in Code Section 10-73-04. Revisions to the landscape plan are needed to comply with these standards.

Stormwater, Wetlands, and Utilities

The site plan proposes an infiltration basin and overflow weir on the northeast side of the site separating the proposed development from the adjacent wetland. Runoff from the proposed parking area will be directed to the east into the proposed infiltration basin.

The applicant is proposing ground disturbing activity greater than one acre and has submitted the required grading, drainage, and erosion control plan and stormwater pollution prevention plan for large sites. The site also contains a wetland area which requires the addition of a wetland management plan. These plans have been reviewed by the City Engineer who has provided comments (see attachments).

ACTION TO BE CONSIDERED:

The Planning Commission should review the site plan and provide a recommendation to the City Council. Staff supports a recommendation of approval of the site plan with the following suggested findings of fact and conditions of approval:

Findings of Fact

1. The site plan is consistent with the Comprehensive Plan with proposed conditions.
2. The site plan meets the standards listed in the City Zoning Code with proposed conditions.

Conditions of Approval

1. The front building façade (SE side) shall be revised to ensure that 100% of the façade is made up of high-quality materials as listed in Code Section 10-71-08 Building Type and Construction.
2. Applicant shall specify the surface material of the parking lot on the plans.
3. Prior to the installation of any fence, the applicant shall apply for and receive a fence permit for all proposed fences in accordance with zoning Code Section 10-73-02.
4. Applicant shall provide additional detail demonstrating compliance with waste, refuse, junk, and recyclable material location and screening standards in accordance with Code Sections 10-71-03(E)(3) and 10-73-05.
5. Applicant shall provide a revised landscaping plan prepared by a landscape architect in accordance with Code Section 10-73-04.
6. Applicant shall address all comments from the City Engineer in the memo dated April 2, 2026.
7. Applicant shall address all comments from MnDOT in the memo dated March 17, 2026.
8. Other conditions identified during the review process by Staff, the Planning Commission, or the City Council.

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

1. Recommend approval with the conditions and findings of fact as presented by Staff.
2. Recommend denial with findings of fact as presented by Staff.
3. Table the request to the next Planning Commission meeting and provide direction to Staff and the applicant as to the additional information needed.

Suggested Motion:

Move to recommend approval of the Willow Ridge Business Center site plan with conditions and findings as presented by Staff.

ATTACHMENTS:

- Applicant Submittals
- City Engineer memo dated April 2, 2026
- MnDOT review memo dated March 17, 2026
- Landscape Plan

MEMORANDUM

TO: Beth Richmond, City Planner

CC: Jodie Steffes, Community Development Director
Craig Jochum, City Engineer
Shane Nelson, Assistant City Engineer

FROM: Sam Jochum, Hakanson Anderson

DATE: April 2, 2026

RE: Willow Ridge Site Plan Review N0. 1

We have reviewed the Willow Ridge Construction Plans, dated 03/12/2026 prepared by Plowe Engineering, Inc., Site Drainage Narrative & Storm Water Calculations, dated 03/12/2026, prepared by Plowe Engineering Inc., and Certificate of Survey, revised 02/09/2026, prepared by E.G. Rud & Sons, Inc. We would offer the following comments:

1. Sheet CO
 - Add the names and addresses of the developer, owner, architect, and engineer.
 - Add the sizes of the existing sanitary sewer main and watermain and services.
 - Clearly label the curb and gutter removal area. All bituminous and curb and gutter shall be sawcut full depth at the match points.
2. Sheet C1
 - Show the building and parking setbacks.
 - Label the building dimensions and driveway widths.
 - Show the proposed bituminous and concrete sidewalk hatches in a legend that references the proposed sections.
3. Sheet C2
 - Show 1-foot existing contours to verify tie in grading.
 - Verify if the proposed spot elevations in the curb are gutter elevations or top of curb elevations.
 - Verify the downspout locations.
 - Add the infiltration basin seed mix to the table. Also add to Sheet C5.2.
 - Provide silt fence along the south side of the construction.
 - Provide inlet protection in the existing catch basins on Cree Street.

4. Sheet C3

- The sewer and water services shall meet all requirements of the Building Code and the Department of Labor and Industry.
- Verify that all sewer and water services have a minimum cover of 7.5 feet.
- The water service shut off valves shall be within the existing drainage and utility easement.
- The Contractor will be responsible to protect and reconstruct the City's tracer wire and boxes on the water stub.
- Add the sizes of the existing sanitary sewer main and watermain and the services.

5. Sheet C4.2

- Correct the labeling errors found on the Typical Concrete Sidewalk detail.

6. Other comments:

- Clearly label on the plans the location of seed or sod, fertilizer, mulch, and or blanket.
- The site currently disturbs more than 1 acre of land therefore a NPDES Construction permit will be required prior to the start of construction. The site may require a Minnesota DNR Water Appropriations Permit.
- All pedestrian ramps and landings shall be constructed with 6 inches of concrete. Revise the plans as necessary. Also note that all pedestrian ramps, landings, and ADA parking stalls shall be constructed per current ADA standards.
- Provide a wetland delineation report or documentation that there are no wetlands onsite.
- Prepare and provide a geotechnical report showing soil borings for the infiltration basin per MPCA requirements.
- St. Francis is a permitted MS4 City and is responsible for inspecting and enforcing maintenance practices on all stormwater facilities within its corporate boundary. A maintenance agreement needs to be executed and recorded for the proposed infiltration basins.
- Remove the "Preliminary" stamp from the plans.
- The applicant shall meet all requirements of the Building Code and the Department of Labor and Industry.
- Any proposed lighting shall meet the requirements of Section 10-71-04 of the City Code.
- The applicant's engineer shall review and approve shop drawing information for the sewer and water service construction and then forward this information to the City for approval.

March 17, 2026

Jodie Steffer
Community Development Director
City of St. Francis
3750 Bridge Street NW
St. Francis, MN 55070

Beth Richmond
Planner
HKGi
800 Washington Avenue North, Suite 207
Minneapolis, MN 55401

SUBJECT: MnDOT Review # **P26-006**
Willow Ridge Business Center
NE Quad MN 47 & NW Cree Street
St. Francis, Anoka County

Dear Mses. Steffer and Richmond:

Thank you for the opportunity to review the plans for the **Willow Ridge Business Center**. MnDOT has reviewed the documents and has the following comments:

Permits:

Any use of, or work within or affecting, MnDOT ROW will require a permit.

Permits can be applied for at this site: <https://olpa.dot.state.mn.us/OLPA/>. Please upload a copy of this letter when applying for any permits.

Please direct questions regarding permit requirements to Jeff Dierberger of MnDOT's Metro Permits Section at 651-775-0404 or jeffrey.dierberger@state.mn.us.

Review Submittal Options

MnDOT's goal is to complete reviews within 30 calendar days. Review materials received electronically can be processed more rapidly. Do not submit files via a cloud service or SharePoint link. In order of preference, review materials may be submitted as:

An equal opportunity employer

1. Email documents and plans in PDF format to metrodevreviews.dot@state.mn.us. Attachments may not exceed 20 megabytes per email. Documents can be zipped as well. If multiple emails are necessary, number each message.

2. PDF file(s) uploaded to MnDOT's external shared internet workspace site at: <https://mft.dot.state.mn.us/metrodevreviews.dot@state.mn.us>. Contact MnDOT Planning development review staff at for uploading instructions, and send an email listing the file name(s) after the document(s) has/have been uploaded.

If you have any questions concerning this review, please contact me at (651) 234-7797.

Sincerely,



Cameron Muhic
Senior Planner

Copy sent via E-Mail:

Jeff Dierberger, Permits
Derek Beauduy, Water Resources
Rabi Pariyar, Traffic
Michael Kronzer, Area Engineer
Amrish Patel, Transit
Joe Widing, Metropolitan Council

Heather Gardner, Design
Chinou Vue, Right-of-Way
Michael Schepers, Surveys
Mike Kowski, Maintenance
Tristan Trejo, Ped/Bike

DRAWN BY: M.Q.A. DESIGN BY: Q.M.A.
CHKD BY: M.Q.A. PROJ. NO. 26-2237
ORIGINAL DATE: MARCH 12, 2026

DATE	REVISION DESCRIPTION
03.20.26	DUMPSTER ADDED

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.

PRELIMINARY
CASEM M. ABUGHAZLEH LIC. NO. 56299
DATE: 03.20.2026

WILLOW RIDGE
ST. FRANCIS, MINNESOTA
CIVIL SITE PLAN

PREPARED FOR:
ENVISION
CONSTRUCTION CO

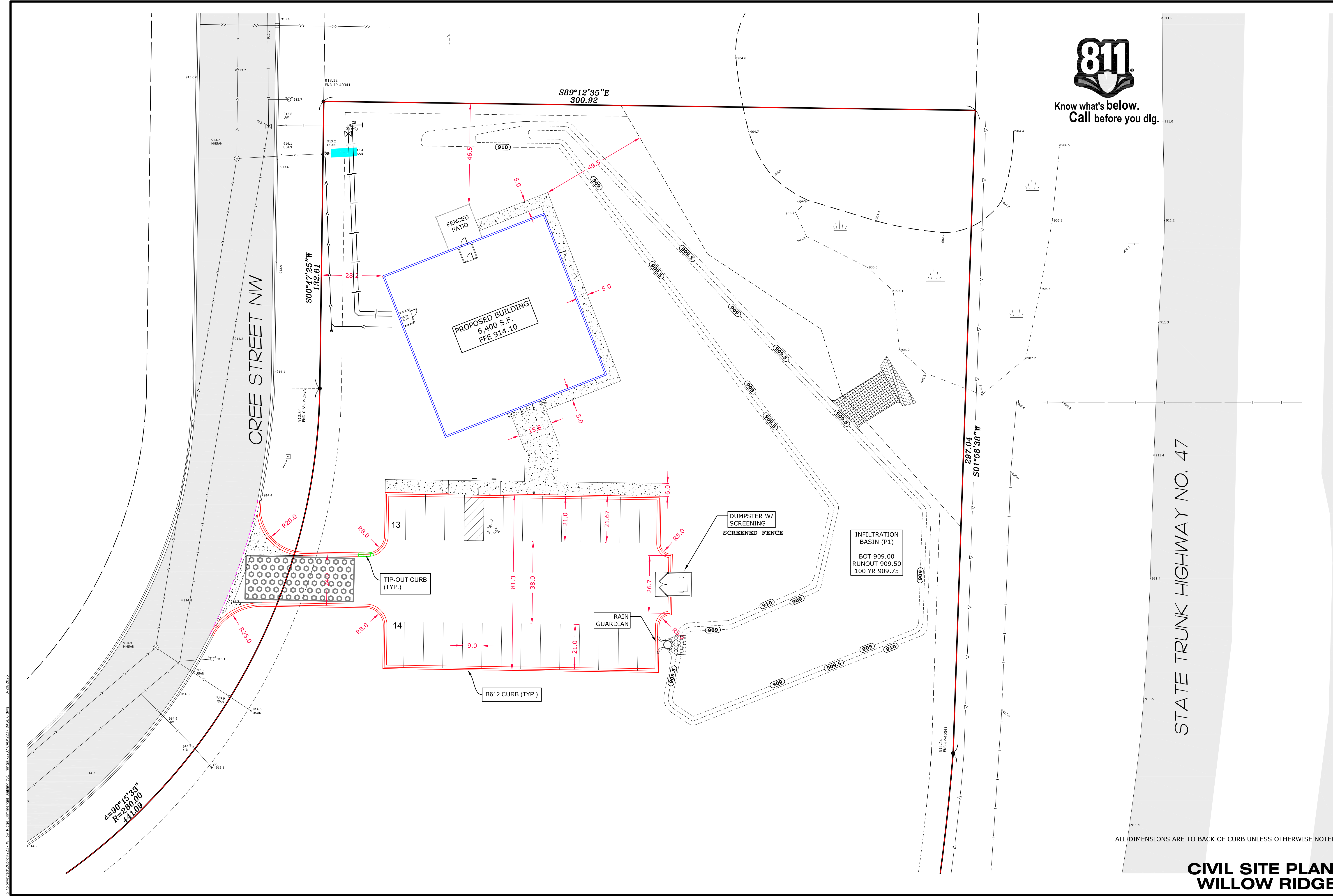
PLOWE
ENGINEERING, INC.
SITE PLANNING & ENGINEERING
6776 LAKE DRIVE
SUITE 110
LINO LAKES, MN 55014
PHONE: (651) 361-8210
FAX: (651) 361-8701

NORTH
0 10 20
1 INCH = 20 FEET

C1



Know what's below.
Call before you dig.



S:\Users\caj\26203237 Willow Ridge Commercial Building (S, F) 03237 CAD\237 BASE.dwg 3/20/2026

ALL DIMENSIONS ARE TO BACK OF CURB UNLESS OTHERWISE NOTED.

CIVIL SITE PLAN
WILLOW RIDGE

DRAWN BY: M.Q.A. DESIGN BY: Q.M.A.
CHKD BY: M.Q.A. PROJ. NO. 26-2237
ORIGINAL DATE: MARCH 12, 2026



Know what's below.
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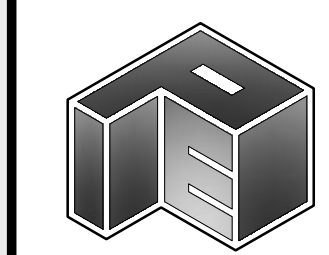
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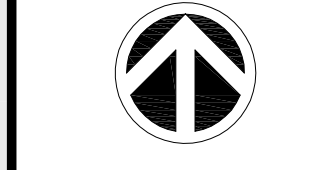
WILLOW RIDGE
ST. FRANCIS, MINNESOTA
CIVIL SITE PLAN

PREPARED FOR:
ENVISION
CONSTRUCTION CO



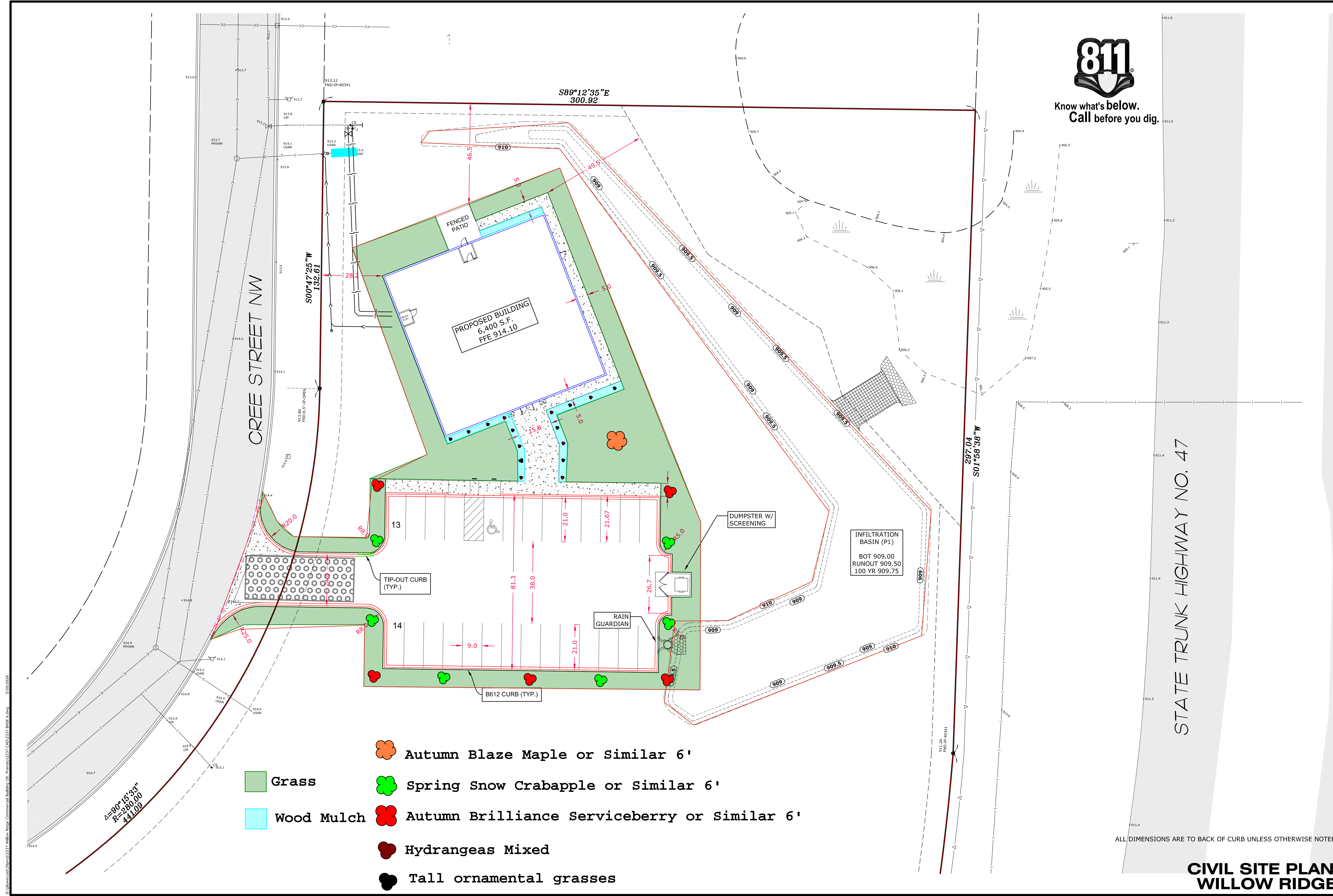
SITE PLANNING & ENGINEERING
PLOWE ENGINEERING, INC.
6776 LAKE DRIVE
SUITE 110
LINO LAKES, MN 55014
PHONE: (651) 361-8210
FAX: (651) 361-8701

NORTH



0 10 20
1 INCH = 20 FEET

C1



Grass

Wood Mulch

- Autumn Blaze Maple or Similar 6'
- Spring Snow Crabapple or Similar 6'
- Autumn Brilliance Serviceberry or Similar 6'
- Hydrangeas Mixed
- Tall ornamental grasses

ALL DIMENSIONS ARE TO BACK OF CURB UNLESS OTHERWISE NOTED.

CIVIL SITE PLAN
WILLOW RIDGE