



**PLANNING COMMISSION MEETING**  
City Hall: 3750 Bridge NW  
**Wednesday, March 18, 2026 at 7:00 PM**

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**AGENDA**

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE**
2. **ROLL CALL**
3. **ADOPT AGENDA**
4. **APPROVE MINUTES**
  - A. Planning Commission Minutes - November 19, 2025
5. **PUBLIC COMMENT**
6. **PUBLIC HEARINGS**
7. **REGULAR BUSINESS ITEMS**
  - A. Turtle Ponds 6<sup>th</sup> Addition Concept Review
8. **DISCUSSION BY PLANNING COMMISSIONERS**
9. **ADJOURNMENT**

CITY OF ST. FRANCIS  
ST. FRANCIS, MN  
PLANNING COMMISSION MINUTES  
NOVEMBER 19, 2025

- 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 Dean Becker, Gail Genin, Dustin Hingos, Marc McMullen, and Dustin Pavek.

Absent was Deborah Humann.

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

- 3. **Adopt Agenda:** Motion by Hingos, second by McMullen to approve the agenda. Motion carried 5-0.
- 4. **Approve Minutes:** Motion by Genin, second by Becker to approve the September 17, 2025, minutes. Motion carried 5-0.
- 5. **Public Comment:** None
- 6. **Public Hearing:**
  - a. 2025 Code Revisions

City Planner Richmond reviewed the Staff report in regard to the 2025 Code revisions.

Public Hearing was opened at 7:10 p.m.

No one came forward to address the Commission.

Public Hearing was closed at 7:11 p.m.

Motion by McMullen, second by Genin to recommend approval of the 2025 Code Revisions. Motion passed 5-0.

7. **Regular Business Items**

None.

8. **Planning Commission Discussion**

Hingos asked about the enforcement concerns that a resident had at the last meeting around clearing trees and vegetation along the river. Richmond shared that they talked with the Anoka Conservation District and the DNR, and it was determined that the City is

responsible for this enforcement. She noted that the Anoka Conservation District and the DNR are available to offer help if needed in these situations.

Community Development Director Steffes added that she contacted a few other cities in the area about how they manage this, and they shared that they offer permits for any kind of work being done along the river. She noted that they are discussing having this on an agenda at an upcoming Workshop meeting. She explained that if someone needed a tree removed in this area, they would first need to apply for a permit and provide a site plan and scope of work to be reviewed by Staff. She noted that if someone were to remove a tree without pulling a permit, the Police Department would have the ability to go to the site where the tree is being removed and ask for a permit, and if they do not have one, then they would call for all work to be stopped until the permit has been granted by the City.

**9. Adjournment:**

Motion by Becker, second by McMullen, to adjourn the meeting. Motion passed 5-0.

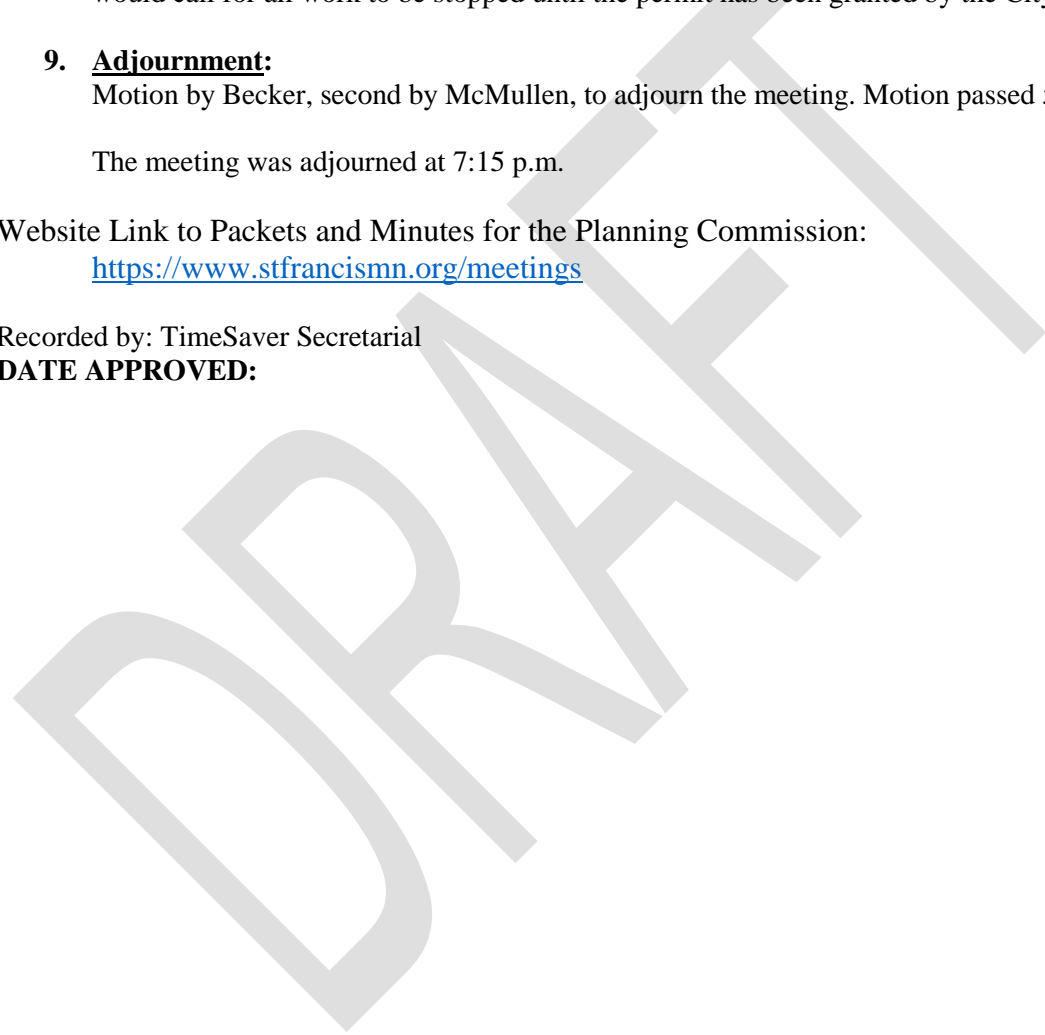
The meeting was adjourned at 7:15 p.m.

Website Link to Packets and Minutes for the Planning Commission:

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

Recorded by: TimeSaver Secretarial

**DATE APPROVED:**





PLANNING COMMISSION AGENDA REPORT

**TO:** St. Francis Planning Commission  
**FROM:** Beth Richmond, Planner  
**SUBJECT:** Turtle Ponds 6<sup>th</sup> Addition Concept Review  
**DATE:** 3-9-2026 for 3-18-2026 meeting  
**APPLICANT:** Home Improvement Shop Inc (Bill Carroll)  
**LOCATION:** 2761 229<sup>th</sup> Ave NW (PID 33-34-24-43-0110)  
**COMP PLAN:** Medium Density Residential  
**ZONING:** Turtle Run PUD

**OVERVIEW**

The applicant, Home Improvement Shop Inc, represented by Bill Carroll, has applied for review and discussion of a concept plan for a residential development at 2761 229<sup>th</sup> Ave NW (PID 33-34-24-43-0110). The concept plan shows a general layout for the future subdivision of the property into 7 detached townhome lots. This concept incorporates roadway extensions from the abutting Turtle Ponds 4<sup>th</sup> Addition, which was approved in March 2020.



**ANALYSIS**

***Existing Site Characteristics***

The 2.56-acre site is located within the City’s Urban Service Area. CSAH 24 (229<sup>th</sup> Ave NW) extends along the site’s southern property line. 229<sup>th</sup> Ave NW is a County road, therefore

Anoka County has jurisdiction of any access points onto 229<sup>th</sup> Ave NW from the site. There are currently two gravel driveways which access onto 229<sup>th</sup> Ave NW from this site.

A majority of the site is vacant today. An existing pole shed is located in the southeast corner of the site. A large wetland complex exists along the west and north portions of the property.

The site is located within the Turtle Run Planned Unit Development (PUD), which includes the Ponds Golf Course located to the west of the site and the townhomes located to the north and east (Turtle Ponds 2<sup>nd</sup> and 4<sup>th</sup> Additions). The City of Oak Grove is located immediately to the south of this parcel.

**Proposed Improvements**

Based on the Concept Plan dated 1/6/26, the applicant is proposing to create 7 detached townhome lots on the site. Two stormwater ponds are proposed at the north and south ends of the development. The existing pole building and the access points to 229<sup>th</sup> Ave NW would be removed.

229<sup>th</sup> Ave NW is classified as a Minor Arterial street. Anoka County’s access spacing requirement between full intersections involving Minor Arterials is 0.5 mile. Currently, the site is located roughly 0.1 mile from the existing full intersection at Arrowhead St NW. In addition, the site has the potential for access through the local, private street that was approved with the 4<sup>th</sup> Addition of Turtle Ponds. Therefore, it is unlikely that the County would be supportive of a full access onto 229<sup>th</sup> Ave NW for this site. Reflecting this, access for the site is proposed as a continuation of the private street that was platted as part of the 4<sup>th</sup> Addition of Turtle Ponds.

**Land Use**

The 2040 Comprehensive Plan currently guides the subject parcel for Medium Density Residential (MDR) use, which allows a density of 3-7 units per net acre. This site is located within the southern portion of the Turtle Run PUD. This area is guided for medium density residential use and has already been developed with rowhomes, townhomes, and detached townhomes at a net density of roughly 5.5 units per net acre. The subject site is the last remaining parcel in this area to be developed. The proposed net density of the site is roughly 4.7 units per acre which is consistent with the MDR land use category.

**Zoning**

This property is included in the Turtle Run PUD. This PUD was established in 1996 and was most recently amended in 2023 to rezone the subject property into the PUD. The minimum requirements for detached townhouses in the Turtle Run PUD are listed below.

<b>Detached Townhouse Requirements – Turtle Run PUD</b>	
Minimum lot area	4,250 SF
Minimum lot width	37’
Minimum front setback	10’
Minimum rear setback	0’
Minimum building separation	10’
Minimum distance from the pavement edge of any roadway	20’

The west and north portions of the property are covered by a wetland. The City requires a 30' building setback from the edge of all delineated wetlands. In addition, a minimum 16.5' vegetated buffer is required adjacent to the boundary of any wetland. The areas shaded red on the concept are areas that are intended to make up the building pads for each lot but which are within the 30' setback. If the applicant chooses to move forward, the plans should be revised so that each of the building pads meets the 30' setback requirement.

***Access and Parking***

Access to the site will be provided via 229<sup>th</sup> Ln NW, the existing private street that serves the Turtle Ponds 4<sup>th</sup> development to the east. Private streets are required to have a pavement width of 24' and a right-of-way width of 50'. Within the 6<sup>th</sup> Addition, the applicant is proposing to create an extension of 229<sup>th</sup> Ln NW which would have a 20' pavement width and a 30' right-of-way. Subdivision variance(s) would be required to allow reduced widths for either pavement or the right-of-way.

As proposed today, the creation of this roadway would impact the two westernmost lots in the 4<sup>th</sup> Addition of Turtle Ponds, as principal structures are required to be set back at least 20' from the pavement edge of any roadway. This was discussed in 2023 when this provision was added to the PUD. At the time, the owner confirmed that the 4<sup>th</sup> Addition lots could meet this requirement and still be developed. This provision should be reviewed with any further submittal.

Parking for detached townhomes is required to be provided at a rate of 2 spaces per unit. Typically, the driveways for each unit can accommodate these spaces. The applicant would need to demonstrate that this requirement is met with any further submittal.

**ACTION TO BE CONSIDERED**

The Planning Commission is requested to provide feedback to the applicant on the proposed concept. No motion is required. Comments shared are not binding to the City nor do they constitute official assurances or representations of the City on future recommendations or approvals. The City Council will also review the concept and provide feedback.

If the applicant chooses to proceed with the project in this configuration following concept plan review, the likely entitlements would include a subdivision variance(s) and preliminary and final plat.

**ATTACHMENTS**

- Concept Plan
- Turtle Run PUD (Ord. 255 and Ord. 321)



**ORDINANCE NO. 255, SECOND SERIES**

**CITY OF ST. FRANCIS  
ANOKA COUNTY**

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

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

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

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

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

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

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

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

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

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

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

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

**Section 3.** The Zoning Map of the City of St. Francis referred to and described in Section 10-50-3 of the St. Francis City Code shall not be republished to show the aforesaid rezoning, but the Zoning Administrator or designee shall appropriately mark the Zoning Map on file in the City Clerk's office for the purpose of indicating the rezoning


provided for in this ordinance and all of the notations, references, and other information shown thereon are hereby incorporated by reference and made a part of this ordinance.

**Section 4.** This Ordinance shall take effect 30 days after publication according to law.

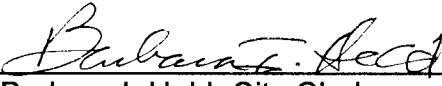
Approved and adopted by the City Council of the City of St. Francis this 21<sup>st</sup> day of October, 2019.



CITY OF ST. FRANCIS

By:   
Steven D. Feldman, Mayor

ATTEST:

  
Barbara I. Held, City Clerk

Published in the Anoka County Union Herald October 25, 2019.



**ORDINANCE NO. 321, SECOND SERIES**

**CITY OF ST. FRANCIS  
ANOKA COUNTY**

**AN ORDINANCE AMENDING THE TURTLE RUN PLANNED UNIT DEVELOPMENT  
– 2<sup>ND</sup> READING**

**WHEREAS**, the Turtle Run PUD was established in 1996; and

**WHEREAS**, Ordinance 255 establishes the requirements for development within the Turtle Run PUD; and

**WHEREAS**, the applicant, Bluewaters Builders, Inc., has requested to include the property located at 2761 229<sup>th</sup> Ave NW and legally described in Exhibit A within the Turtle Run PUD; and

**WHEREAS**, the subject property is currently surrounded by the Turtle Run PUD and will be a continuation of the development pattern established in the 4<sup>th</sup> Addition of the Turtle Ponds subdivision; and

**WHEREAS**, the Planning Commission on June 21, 2023, opened and closed a duly noticed public hearing and considered the applicant’s submission, the contents of the staff report, public testimony, and other evidence available to the Commission; and made recommendations for consideration by the City Council; and

**WHEREAS**, the City Council on July 17, 2023 and September 18, 2023, has considered the recommendations of Staff and the Planning Commission, the Applicant’s submissions, the contents of the staff report, public testimony, and other evidence available to the Council.

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

Changes in the following sections are denoted with an underline for **new text** or a ~~strikethrough~~ for ~~deleted language~~.

**Section 1.** Section 1 of Ordinance 255 is hereby amended to read as follows:

Pursuant to St. Francis City Code Section 10-~~1051-00~~, the property included in the following subdivisions is hereby rezoned to PUD-Turtle Run:

- Turtle Ponds (1<sup>st</sup> – ~~3<sup>rd</sup>~~ 6<sup>th</sup> Additions)

**Section 2.** Section 2 of Ordinance 255 is hereby amended to read as follows:

- 6. All principal structures shall be located at least 20 feet from the pavement edge of any roadway.
- 7. All general zoning standards in the St. Francis City Code, to the extent not inconsistent with the terms of this ordinance, shall apply.

**Section 3.** The Zoning Map of the City of St. Francis referred to and described in Section 10-14-03 of the St. Francis City Code shall not be republished to show the aforesaid rezoning, but the Zoning Administrator or designee shall appropriately mark the Zoning Map on file in the City Clerk's office for the purpose of indicating the rezoning provided for in this ordinance and all of the notations, references, and other information shown thereon are hereby incorporated by reference and made a part of this ordinance.

**Section 4.** This Ordinance shall take effect and be enforced from and after its passage and publication according to law.

Approved and adopted by the City Council of the City of St. Francis this 18<sup>th</sup> day of September, 2023.

SEAL

CITY OF ST. FRANCIS

By: \_\_\_\_\_  
 Joeseeph Muehlbauer, Mayor

ATTEST:

\_\_\_\_\_  
 Jennifer Wida, City Clerk

DRAFTED BY:  
**HKGi**  
 800 Washington Ave N, Suite 103  
 Minneapolis, MN 55401

**EXHIBIT A**

**Legal Description**

*Plat Description (American Land Title Association – Commitment No. OR6088-1):*

*The South 597.25 feet, as measured along the Easterly and Westerly lines, of the following described tract: That part of the Southwest Quarter of the Southeast Quarter of Section 33, Township 34, Range 24, described as follows: Beginning at the Southwest corner of the Southeast Quarter of said section, thence East following the South section line a distance of 198 feet; thence North and parallel to the North and South quarter lines a distance of 1097.25 feet, thence West and parallel with the South line of the Southwest Quarter of the Southeastern Quarter to the North and South quarter line a distance of 198 feet; thence South along the North and South quarter line to the point of beginning*