



## PLANNING COMMISSION

April 21, 2021 at 7:00 PM

Virtually through Zoom

### AGENDA

1. Call to Order/Pledge of Allegiance
2. Roll Call
3. Election of Chair and Vice Chair for 2021
4. Adopt Agenda
5. Approve Minutes    March 17, 2021
6. Public Comment
7. Regular Business Items
  - a. City Sale of Property to EDA
8. Public Hearings
  - a. CUP Amendment 4140 St. Francis Blvd
9. Discussion
  - a. Commission Training
10. Discussion by Planning Commissioners
11. Adjournment

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

There may be a quorum of St. Francis Council Members present at this meeting.

## Zoom Instructions

### Join Zoom Meeting

<https://us02web.zoom.us/j/81806058773?pwd=WIRMQWJpQ0VVQUlhY1dTRk41TkIJUT09>

Meeting ID: 818 0605 8773

Passcode: pA620a

One tap mobile

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Meeting ID: 818 0605 8773

Passcode: 414673

Find your local number: <https://us02web.zoom.us/j/kbcA5kUb1X>

**CITY OF ST. FRANCIS  
ST. FRANCIS, MN  
PLANNING COMMISSION MINUTES  
March 17, 2021**

1. **Call to Order:** The Planning Commission meeting was called to order at 7:02 pm by Madam Chair Fairbanks, virtually on Zoom.
2. **Roll Call:** Present were Todd Gardner, Deborah Humann, Colleen Sievert, Liz Fairbanks and Dustin Pavel, Tara Kelly and Joe Kollodge. Absent: none.  
  
Others in attendance: Kate Thunstrom- Community Development Director, Kevin Robinson - City Council, Beth Richmond – City Planner, Jodie Steffes – Community Development Specialist
3. **Adopt Agenda:** Motion by Gardner, second by Kelly to adopt the agenda. Motion carried 7-0.
4. **Approve Minutes:** Motion by Kelly, second by Pavel to approve the February 17, 2021 minutes without change. Motion carried 7-0.
5. **Public Comment:** no comments
6. **Regular Business Items:**
  - a. EDI Concept  
Richmond reviewed the staff packet. Project concept includes a two-story building with 120 units of assisted, memory and care suite units. The project will require an administrative split, rezoning, and review of access points. Tonight's intent is for Concept level feedback.  
  
PC was in favor of concept. Questions on the area on the west side and the future use as commercial or residential. Current zoning is commercial/business park. Per developer they would like to have it considered for additional senior housing. Concerned that lack of access from Hwy 47 creates issues for commercial development. If this plan continues to move forward it would be open in 2-3 years. Average age group is 83 to 84 with only about 10 to 15% of the units double occupied. Services are available only to residents. Workforce is typically from a 30-mile radius. Will consider the concerns about sidewalks along Ambassador. Additionally, Anoka County will review Ambassador and access points.
  - b. Green Valley 2<sup>nd</sup> Addition Concept Plan  
Richmond reviewed the staff packet. Proposed project is located on the west side of the city to create a housing development. Review of the concept plan identifies revisions to be made in regards to lot dimensions and identify setbacks. Ambassador access will be reviewed by Anoka County. Since this development is along the County Sugar Bush future trail, it would be requested that the sidewalk be installed. The remainder of the property would be an established conservation easement.

PC was in favor of subdivision. With wetlands and limitations felt it was a good use of the property. Will continue to provide housing options for families coming into the city.

c. Zoning Map, continued from February 17, 2021.

Zoning map was brought back for further discussion. Richmond updated the group on how it got to this point beginning with the comprehensive plan. After the February 17<sup>th</sup> Public Hearing it was decided to table the map to review comments received and answer resident questions. The City mailed out roughly 650 letters, of which 40 residents reached out for additional information. As of tonight's, meeting, five properties remain with decisions that need to be made. Properties are:

- 6345 Ambassador Blvd – property owner requests to remain agricultural. Property was divided off at one point for residential, is currently being used for residential and is not actively farming. Small area is being mowed. Staff does not support a change in zoning as requested
- 23956 St. Francis Blvd, property is currently residential but in the Comprehensive Plan that area was identified as the area PC and Council wished to preserve as industrial space. The properties to the west are also zoned for industrial use. Property will become a legal non-conforming lot, residential use can continue, Staff does not support a change
- 23543 DeGardner – this is correction due to incorrect labeling when the zoning map was created. Staff did not catch that the Apartment complex was put in the R1 single family housing and should be identified as R3 High density.
- Hilgers – current zoning changes would place this property in medium and medium/high zoning. Property owner has concerns with current agricultural use and how this will work. Due to the size of the property and changes that would be required to subdivide, Staff is supportive of their request to zone it as Urban Reserve instead. This will continue to be guided as housing and would be rezoned to appropriate density level at the time of development.
- 2923 241<sup>st</sup> – property owner is currently zoned A3 and under the new zoning a proposed home-based business would not be permitted. The owner is currently operating a home-based business without appropriate land use permits and would not qualify with the new zoning. Being that the business is not established Staff does not support a change.

Planning Commissioners discussed the concerns with the five properties identified above. Fairbanks identified that zoning could affect some people and their long-term use of the property and was not in favor of the zoning map changes. The group walked through the identified properties and understand the reasons for the zoning and staff decision to either change or continue what is identified on the zoning map.

Motion by Gardner to recommend Zoning Map as is with Staff recommended changes to the two properties identified. Second by Sievert. Motion passed 6-1, Fairbanks.

**7. Planning Commission Discussion –**

- a. Group discussed the various senior projects and how we have gotten to where we are today

- b. Staff offered the group an informal training opportunity. The April meeting time and other date possibilities will be reviewed.

- 8. **Adjournment:** Motion by Gardner, second by Sievert to adjourn. Motion carried 7-0. Meeting adjourned at 8:35 pm.

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

Signed by: Kate Thunstrom  
**DATE APPROVED:**

**PLANNING COMMISSION  
AGENDA REPORT**

Agenda Item #

**7a**

**TO:** Planning Commission  
**FROM:** Kate Thunstrom, Community Development Director  
**SUBJECT:** Disposition of City owned property  
**DATE:** April 21, 2021

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**OVERVIEW:**

In recent interest for development of city owned property, it has come to the attention of Staff and Council that to protect the City in performance requirements that the property should be sold instead by the St. Francis Economic Development Authority (SFEDA). Council is working through the process to transfer the property to the SFEDA.

Since St. Francis is a comprehensive plan city, it is required that these matters be brought before the Planning Commission for any comment and a review to identify that the intended purposes meet those of the City Comprehensive Plan.

- Property Address being sold
  - 3518 Bridge Street
  - 23030 St. Francis Blvd (south of Mansettis)
  - 23018 St. Francis Blvd
- Current use: Vacant Land.
- Property Zoned: Commercial
- Future land use designation: Commercial

Once the property is transferred to the STEDA, it would be sold to a development partner that has an approved land use through the Planning Commission and Council.

**ACTION TO BE CONSIDERED:**

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

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

## PLANNING REPORT

**TO:** City of St. Francis Planning Commission  
**FROM:** Beth Richmond, Consulting Planner  
**DATE:** April 14, 2021  
**SUBJECT:** CUP Amendment  
**LOCATION:** 4140 St. Francis Blvd NW (PID #06-33-24-13-0006)  
**MEETING DATE:** April 21, 2021  
**COMP PLAN:** Business Park/Light Industrial  
**ZONING:** I-1 Light Industrial/I-1 General Industrial

### OVERVIEW

St. Francis Auto Parts is an existing business located south of Hwy 47 on the southern end of the City, adjacent to the City's Public Works Building. This property has an existing CUP which allows the site to be used as a salvage yard. It was originally granted in 1987, and has been amended several times over the years. The most recent amendment was in 2003. The proposed amendment would be the 6<sup>th</sup> amendment of this CUP.

Today, the site is used as a salvage yard with a building housing individual vehicle sales offices as well. The sales offices are not an approved use in the existing CUP, and so the use is non-compliant. The applicant is requesting to amend the existing CUP to change the permitted uses on the site to bring the vehicle sales use into compliance and to add other uses on the site. The applicant is requesting the following uses: 15 offices for used vehicle sales, salvage yard, auto repair (major), and outdoor storage.



## 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 23, 2021.

### ***Public Hearing***

City Code Section 10-33-02 requires that a public hearing for review of the land use request be held by the Planning Commission. The public hearing notice was published in the Anoka County Union Herald on April \_\_\_, 2021 and posted on the City Hall bulletin board on April \_\_\_, 2021. The public hearing notice was mailed to all affected property owners located within 350 feet of the subject property on April \_\_\_, 2021.

## CONDITIONAL USE PERMIT REVIEW

### ***Comprehensive Plan***

The site is guided for Business Park/Light Industrial use by the Comprehensive Plan. This designation is intended for industrial areas and employment centers. Industrial uses and higher intensity office, clinical, and business uses are appropriate in this area. The existing and proposed use of the site as an industrial area is consistent with the 2040 Comprehensive Plan.

### ***Zoning***

This parcel is currently included in the I-1 Light Industrial district. With the updated zoning map, this property will be rezoned to the I-1 General Industrial zoning district. The General Industrial district is meant to provide areas for higher intensity industrial uses with convenient access to major streets. The uses proposed with the CUP amendment are consistent with the I-1 General Industrial district.

### **Uses**

There are multiple existing uses on this property. The applicant is proposing to add additional uses on the site which would increase the land use intensity of the site:

- **Scrap or salvage yard:** This is a conditional use in the I-1 district. The salvage yard is an existing use on the property, and has been ongoing on this property since the original CUP was approved for this site in 1987. The salvage yard is surrounded by an 8' tall fence, and is located in the western portion of the site. No changes to this use are requested as part of the CUP amendment.
- **Vehicle sales, leasing and rental:** The applicant has indicated that there are 7 used vehicle sales offices currently existing on the premises. Vehicle sales is a conditional use in the I-1 district, however, the existing CUP does not clearly permit these uses. The 2003 CUP does permit "display of vehicles for sale" in the northeast corner of the site. The applicant is requesting to increase the number of sales offices to 15 by adding an additional 5 offices right away, with room for three more offices in the future. These offices would be located in the existing building on site. No exterior building changes would be necessary.
- **Open and outdoor storage:** The applicant has indicated that he would like to use the southeast corner of the site for outdoor storage, which is a conditional use in the I-1 district. This use was

included as an approved use in the 2003 CUP in the south 110' and east 313' of the site. The proposed area for outdoor storage with this amendment request has been reduced and is located in the south 160' and the east 159' of the site. This use may not occur immediately on the site. The applicant is proposing an additional driveway to access this area when the southeast corner is developed. At that time, a site plan showing the driveway should be provided to Staff for administrative review and approval.

- **Auto repair and service, major:** Five bays for major auto repair are provided within the existing structure. These bays are each roughly 1,000 square feet in size. Major auto repair and service is permitted with standards in the I-1 district, which means that approval of the use by the Planning Commission or City Council is not required so long as all standards are met. However, review of the use as it relates to the other conditional uses on the site is appropriate at this time. After review, Staff has determined that the auto repair and service use meets all required standards.

#### Lot Dimensions & Setbacks

This lot meets dimensional standards for a lot in the I-1 district. The existing building meets all required setbacks. Land within the I-1 district is limited to a maximum impervious surface of 80%. Based on the materials submitted, staff estimates that the existing impervious surface on the site covers roughly 90 percent of the site, which is considered to be an existing nonconformity for the site. The applicant should provide a to-scale site plan with hardcover dimensions and calculations to demonstrate the existing amount of hardcover and to show that the requested changes to the CUP would not increase the amount on the site.

#### ***Driveways/Access***

This property has access off of an existing driveway serving this site and the Police and Public Works Facility to the east. This driveway would continue unchanged. Per the existing CUP, a driveway permit from MnDOT will be required because of the change in uses on the site. The application has been submitted to MnDOT for review.

The applicant is proposing to add an internal driveway to the south to access the outdoor storage area as well. This driveway is required to meet all driveway standards in Code Sections 10-72-04 and 10-72-08, including the standards for surfacing and placement of the drive. Plans for the driveway would be reviewed and approved administratively by staff at time of construction.

#### ***Parking***

21 hardsurfaced parking spaces were required with the 2003 CUP. An existing 90'x465' parking lot is located in the north portion of the site. The applicant has indicated that this lot is where vehicles associated with the vehicle sales use should be parked. The spaces for tenants, customers, and vehicle display should be marked on the site map and identified on the site itself using signage.

There is room for 101 spaces in this lot as shown on the plans. However, the plans show 10 parallel parking spaces in the center of this lot. The location of these spaces does not provide enough space for two-way traffic around the site. Staff recommends removing the parallel parking area proposed for this parking lot reducing the total number of stalls to 91 and increasing the length of each stall to 19 feet long to meet Code requirements.

A 2<sup>nd</sup> parking lot to the south of the original lot is proposed to hold an additional 70 vehicles. This parking lot would be used to accommodate the parking needs of all of the other uses on the site. As the table below shows, the applicant is proposing a total of 161 parking spaces on site which is more than enough to meet the Code requirements for all of the proposed uses.

| Use                | Space Requirement                                                                                                                                                   |            | Proposed Spaces                                                                                                                                                 |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Salvage Yard       | 1 space per employee on the maximum work shift, plus 3 visitor spaces                                                                                               | 7          | 4 employees                                                                                                                                                     |
| Vehicle Sales      | One (1) space per five hundred (500) square feet of showroom plus one (1) space for each three thousand (3,000) square feet of outdoor sales lot.                   | 14<br>(75) | No indoor showroom.<br>39,150 SF of outdoor sales lot/3,000 = 14 spaces required.<br>State of Minnesota requires 5 spaces per dealer. 15x5 = 75 spaces required |
| Outdoor Storage    | One (1) space per two thousand (2,000) square feet of outdoor storage or display area in addition to the total parking required on the site for the individual use. | 13         | 160'x159' = 25,440 SF                                                                                                                                           |
| Auto Repair, Major | At least two (2) off-street parking spaces plus four (4) off-street parking spaces for each service stall.                                                          | 22         | 5 service stalls proposed                                                                                                                                       |
| <b>Total</b>       | 117 spaces required                                                                                                                                                 |            | 91+70 = 161 spaces proposed                                                                                                                                     |

The existing parking lot shall be striped to meet the 9'x19' City parking stall size requirements. The new parking lot to the south shall meet the requirements in Code Section 10-72-08, which include curbing, striping, and hard surfacing. Gravel and soil are not permitted surfaces for parking areas.

#### ***Lighting***

There are 8 existing 20-foot light poles serving the parking lot on the northeast corner of the site. These are not proposed to be changed as part of the CUP amendment. Staff has requested additional information from the applicant regarding these light fixtures to ensure that all lighting meets Code requirements.

#### **RECOMMENDATIONS**

Staff recommends the following:

1. Staff recommends approval of the Conditional Use Permit amendment for the property at 4140 St. Francis Blvd NW to allow salvage yard, vehicle sales, and outdoor storage on the site with conditions and findings of fact as presented by Staff.

***Proposed Conditions of Approval:***

**Proposed Conditions to be Added:**

1. The 2021 City Zoning Map shall be effective prior to recording of this document.
2. Applicant shall provide a to-scale site plan with dimensions identifying each area of the site and its use.
  - a. No approved use shall be expanded past what is shown on the site plan without an amendment to the CUP. Any changes to permitted or permitted-with-standards uses on the site will require administrative review and approve to ensure those changes will not negatively impacted the conditionally permitted uses on the site.
  - b. The northern parking lot shall be modified on the plans. The 10 parallel parking spaces shall be removed, reducing the total number of stalls to 91. Each 90-degree parking stall shall be at least 19 feet long.
3. Applicant shall provide a to-scale site plan with dimensions and calculations of existing and proposed hardcover on the site to ensure that total hardcover on the site shall not be increased.
4. All parking lots on the site shall be striped according to the requirements set forth in Code Section 10-72-08. The southern parking lot shall meet all applicable requirements of Code Section 10-72-04 and 10-72-08.
5. Plans for the driveway leading to the outdoor storage use shall be provided to Staff and reviewed administratively for compliance prior to construction.
6. Applicant shall provide additional information to Staff to demonstrating that all lighting on site meets the requirements of City Code Section 10-71-04.
7. All vehicle fluid draining shall be conducted within a building.
8. All petroleum products, anti-freeze, and hazardous materials shall be disposed of in accordance with local and state regulations.
9. Applicant shall provide a sewer certification from a qualified entity demonstrating that the existing system is capable of handling the increase in intensity on the site. If changes or additional capacity is needed, the applicant will be required to connect to the City's system.
10. Applicant shall provide a stormwater management plan/strategy to ensure runoff is appropriately managed to protect against pollutant discharge.
11. Open and Outdoor Storage
  - a. The storage area shall be surrounded by a solid fence, berms, or evergreen planting screen completely preventing a view from any other property or public right of way.
  - b. The storage area is surfaced with asphalt or concrete
12. Salvage Yard
  - a. Travelways through the storage yard shall be maintained to allow for fire and emergency access.
13. Auto repair (major)
  - a. All outside storage shall be prohibited except the storage of customer vehicles waiting for repair or pick-up.
  - b. All repair and service work shall be completed within an enclosed building.
14. Vehicle Sales, Leasing, and Rental

- a. Parking spaces for vehicle sales tenants, customers, and merchandise shall be located in the northern parking lot. No fewer than five (5) parking spaces per tenant shall be provided. Signage shall be placed on site to designate the intended user for each stall.
  - b. All vehicles parked within the vehicle sales area shall be licensed and registered or current dealer-owned inventory. Wrecked automobiles shall not be allowed within the vehicle sales area.
  - c. No vehicle repair or service is permitted within the vehicle sales area.
  - d. Hours of operation for the vehicle sales use shall be limited to 7:00 a.m. to 10:00 p.m.
15. All fees and financial obligations shall be received by the City prior to the releasing of the subdivision documents for recording.
16. Other conditions identified during the review process by Staff, the Planning Commission, or the City Council.

Existing Conditions to Remain

Some of the conditions listed here are ongoing. Others have already been completed, but were retained in this CUP amendment to ensure that the elements required in those conditions are properly maintained.

17. An eight (8) foot wooden fence is to be constructed across the North, East and West sides of the subject property according to the amended Site Plan (Exhibit A) on file with the City dated June 2, 2003, pursuant to the FIFTH AMENDED ORDER FOR CONDITIONAL USE PERMIT. The fencing requirement for the salvage operation shall be as follows:
- a. The required fencing shall be of a uniform elevation and will provide for 100% screening of the salvage yard contents. For the purpose of this requirement, the uniform elevation shall be set at 8 feet above the floor elevation of the existing structure. The actual height of the fence may vary depending upon topographic conditions. A trim board shall be provided along the top of the fencing material. Tiered fencing may be permitted. In no case shall the elevation of the fence be less than 6 feet above the centerline of Highway 47.
  - b. The fencing requirement noted in Item 17(a) shall be a condition of the FIFTH AMENDED ORDER FOR CONDITIONAL USE PERMIT for the following fencing: (1) The existing fence which commences from the Northeast corner of the existing structure and projects East to the East property line shall be constructed meeting the requirements of Item 1 (a). The fence shall be constructed in the same location or shall be constructed commencing at the Southeast corner of the proposed addition projecting East and terminating at the existing fence along the East property line of the subject property, and (2) The existing fence and gate which commences from the Northwest corner of the existing structure and projects North to the North property line.
  - c. All gates are to be solid so the contents are not visible.
  - d. The fence is to be kept in good repair and in neat condition at all times. The fence required under Item (b) is to be completed prior to the issuance of a Certificate of Occupancy for the proposed addition request under the FIFTH AMENDED ORDER FOR CONDITIONAL USE PERMIT.
  - e. Chain link fencing shall provide slats for screening or other approved screening materials.
18. The contents of the salvage yard shall not exceed the height of the fence.

19. The fence shall not be used for bill posting or other advertising purposes, except that one sign (which meets the requirements of the St. Francis City Code) advertising the business of the applicant will be allowed.
20. There is to be no storage outside of the fence area or visible to the public.
21. Demolishing or wrecking of cars shall be permitted between the hours of 7a.m. to 8 p.m. Monday through Saturday.
22. No combustible material of any kind not necessary or beneficial to the business shall be kept on the premises nor shall the premises be allowed to become a fire hazard.
23. The applicant shall at all times retain on file and shall permit inspection by any member of the St. Francis City Council or its authorized representative the following:
  - a. A copy of the Bill of Sale or Title Card, with motor vehicle serial number contained thereon, for each motor vehicle purchased within the previous thirty-six (36) months.
  - b. The name, address, and telephone number of each person who has sold a motor vehicle to the business within the previous thirty-six (36) months and attached thereto or filed therewith shall be the license number of the motor vehicle to be junked and in addition to the foregoing, information shall be filed containing the description, license number and serial number that was sold to the business.
24. The salvage yard shall not be allowed to become a nuisance or operated in such a manner to become injurious to the health, safety, or welfare of the community or any resident close by. In order to help prevent groundwater contamination, a 50 foot wellhead protection area shall be established (Exhibit B). No storage shall be permitted within the Wellhead Protection Area. No storage shall be permitted within the on-site sewage treatment area located along the East property line (Exhibit B).
25. The driveway established at the time this permit was granted will be allowed by the State of Minnesota and the City. At the time the use of the land is changed or the parcel is subdivided a new driveway permit must be obtained from the Minnesota Department of Transportation.
26. This permit is conditioned upon the Applicant obtaining and having in full force all necessary permits, license and approvals from the City, County, State or other governmental agencies which have jurisdiction over such project. In the event that any such permit, license or approval is revoked or not renewed, that shall be considered a violation of this permit.
27. That in the event of any violation of State Law, City Ordinances or conditions and covenants herein found, the City shall give the developer written notice of a public hearing which is to be held within thirty (30) days and notice to cure such violation or defect within thirty (30) days. If such violation or defect is not cured, the City shall hold a public hearing for the purpose of determining whether or not the Conditional Use has been violated, and if the Council so finds a violation exists which has not been cured, then the City shall have the right to declare this Conditional Use Permit null and void.
28. This Conditional Use Permit shall be reviewed on a yearly basis at the time of the renewal of the Salvage Yard License.
29. The Conditional Use Permit shall be effective commencing on the 8th day of September, 1987 and the Amended Order shall be effective commencing on the 1st day of October, 1990 and the legal description contained in the Second Amended Conditional Use Permit shall relate back to the effective date of the above referenced agreements, and the City Clerk shall cause this permit to be duly recorded in the office of the Anoka County Recorder.

30. The applicant shall install the required site improvements as noted on the revised Site Plan dated February 24, 1997.

***Proposed Findings of Fact***

1. The proposed CUP amendment is consistent with the City's 2040 Comprehensive Plan and the proposed uses are compatible with present and future land uses of the area.
2. With conditions, the proposed uses conform with all performance standards contained in the City's Zoning Ordinance.
3. The proposed use is served by an individual well and septic system and will not overburden the City's service capacity.
4. Traffic generation by the proposed use is within capabilities of streets serving the property.

**PLANNING COMMISSION ACTIONS**

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

1. Recommend approval with the conditions and findings of fact as presented by Staff.
  - a. Proposed Motion:  
*Move to recommend approval of the amendment to the existing Conditional Use Permit for the property at 4140 St. Francis Blvd with conditions and findings of fact as recommended by Staff.*
2. Recommend denial with Planning Commissioners' findings of fact.
3. Table the request to the next Planning Commission meeting and provide direction to Staff and the applicant as to the additional information needed.

**ATTACHMENTS**

- Applicant submittals
- 2003 CUP

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03/24/2021

**City of St Francis**

St. Francis MN. 55070

Hello. My name is Rick Sonsteby, owner of St Francis Auto Parts Inc. I have been a business owner here in St Francis for the last 38 years, since 1983. This is in regards to my current CUP which has not been changed or revised since I moved to my present location from across the street in June of 2003. The CUP issued in June of 2003 #5 states "Display of used vehicles for sale" instead of "Used cars for sale". Since the verbiage and use of said verbiage sounds about the same to me, I'm unsure as to why we are here.

I have also submitted plans for what I would like to do this spring with the addition of 5 more offices in the Northeast corner of the main building (the 40 x 100), 2 offices in the front with a short sidewalk on the east side for 3 offices which would need 25 parking spots. My plans show we have enough space for 101 parking spaces, only 35 are being utilized right now for existing 7 offices so parking space shouldn't be an issue. The shaded area is the allocated parking space that was decided in 2003. The additional plans are what I would like to do in the near future, their uses are allowable under my light industrial zoning. With all this being said I am at loss as to why we have to have this meeting at a cost of \$2350.00.

Sincerely,

Rick Sonsteby

A handwritten signature in black ink, appearing to read "Rick Sonsteby", with a long, sweeping horizontal line extending to the right.

N 810' Front

Hwy 47

315

320

used car Sales Lot

16 240

New

used

cleaning

West

408

9/1

61' 38h + 103

46h

62

151

Storage  
Building  
Person  
Storage

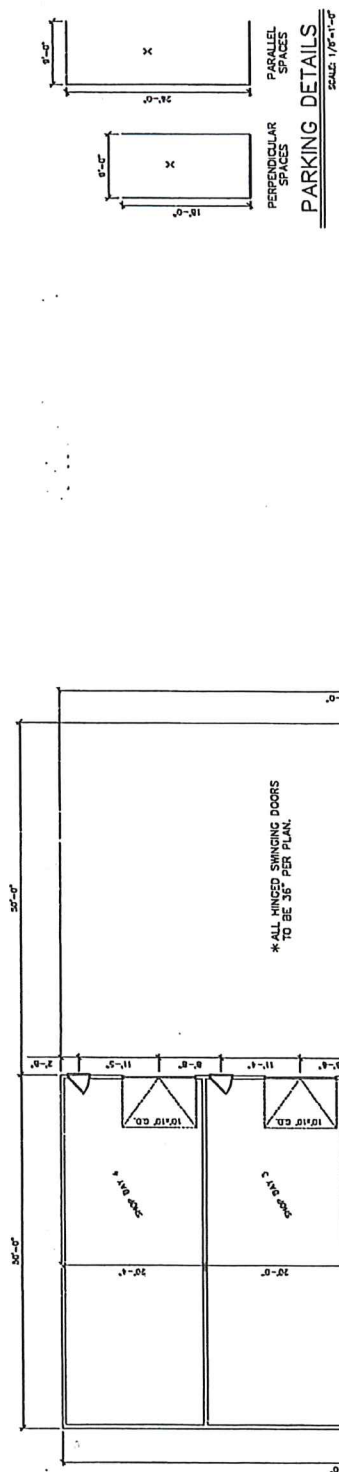
180

151

151

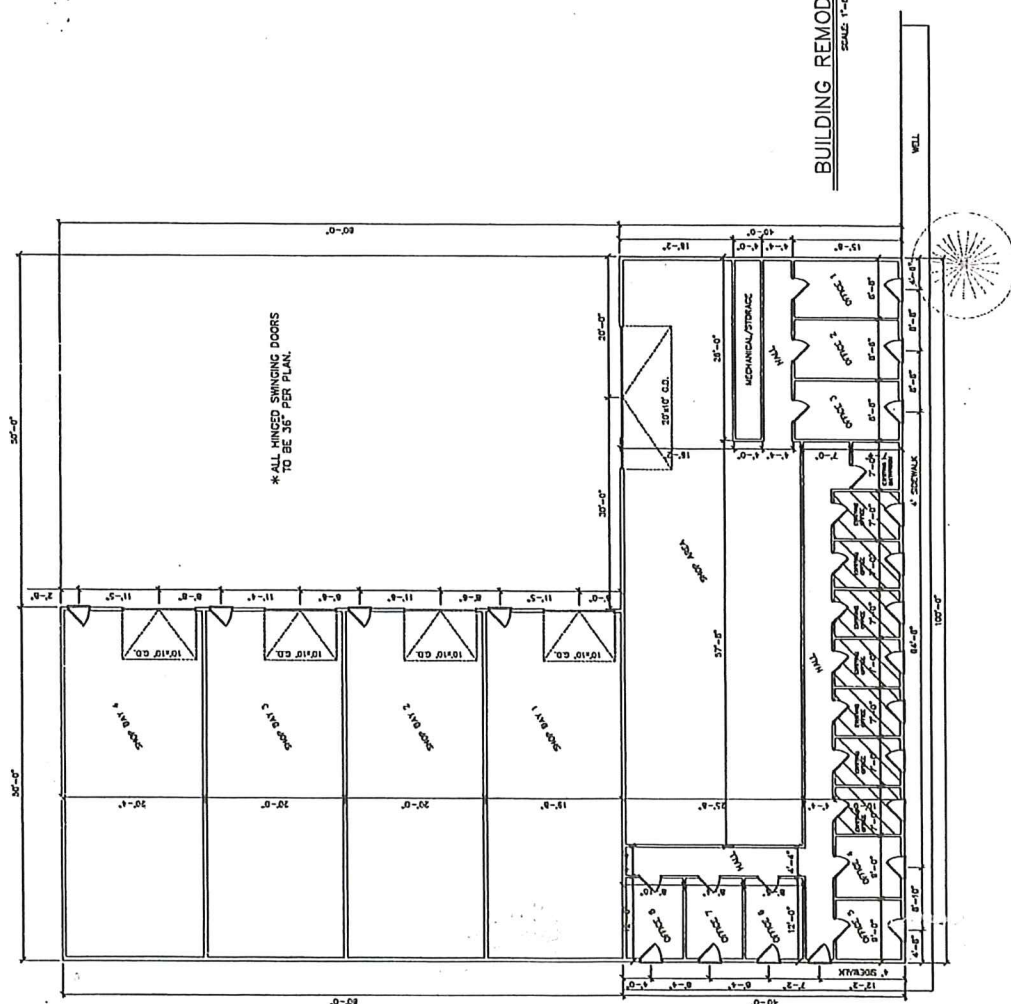
810' Back

S



**BUILDING REMODELING**  
SCALE: 1"=5'-0" (1/4"=1'-0")

SCALE: 1"=5'-0" (1/8"=1'-0")

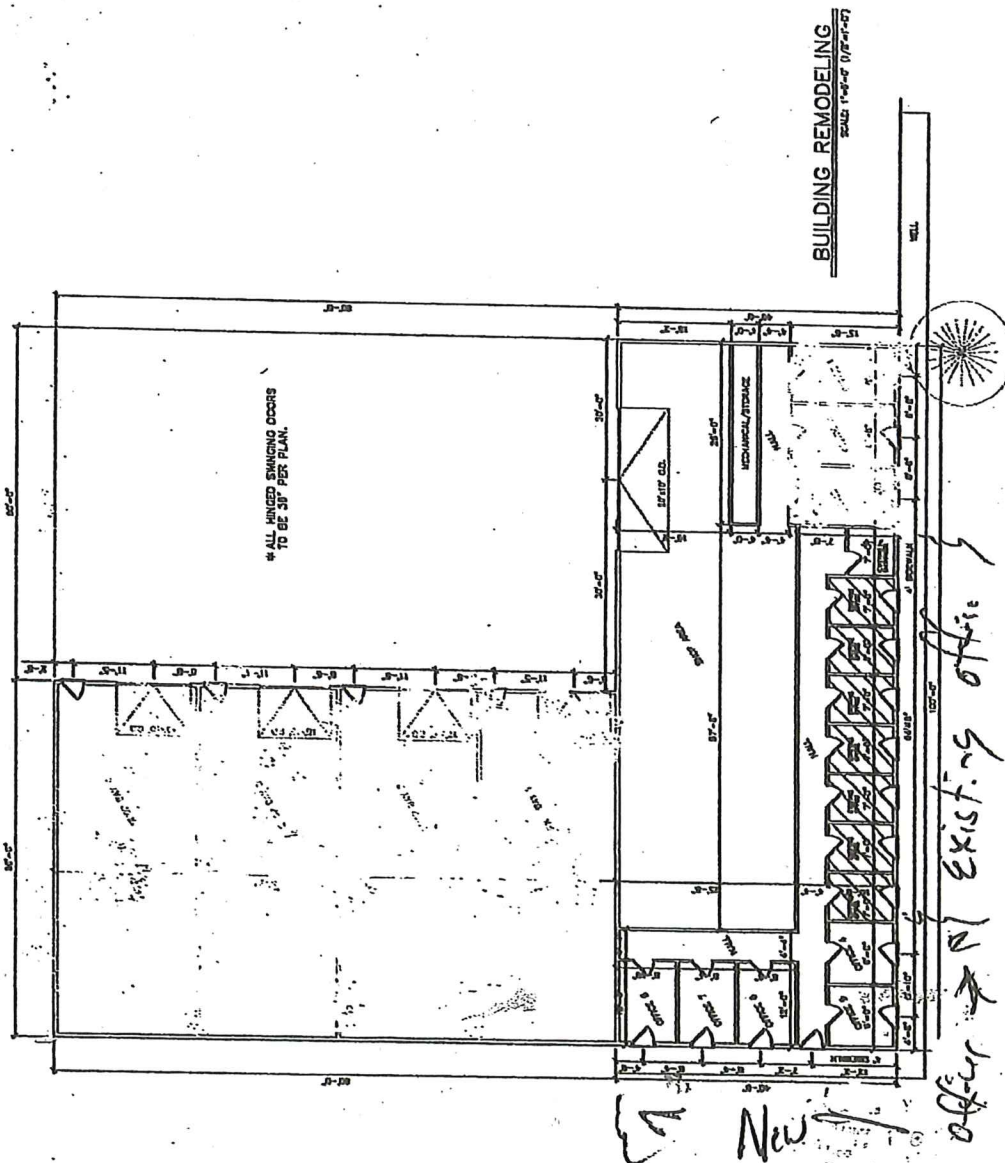


BUILDER/CONTRACTOR TO VERIFY ALL DIMENSIONS AND CONDITIONS IN FIELD, AND BE RESPONSIBLE FOR THE SAME. CONTRACTOR TO CONTACT DESIGNER AND/OR OWNER BEFORE ALTERING PLAN.

NOTES: DATE 03-13-2021  
EQ. PT. N/A

NAME: Ron Searley  
ADDRESS: 4140 E. Florida Blvd. NE  
2L Florida, MS 39570  
PLANT: Remond

**Kelly Pearo, Drafter**  
7500 205th Ave NW  
Newport, MN 55350  
Call: 612-931-7003  
kypearo700@gmail.com



offo 5-1513 12 2 offo

**BUILDING REMODELING**

THE QUALITY OF THE WORK IS THE KEY TO THE SUCCESS OF THE PROJECT. THE QUALITY OF THE WORK IS THE KEY TO THE SUCCESS OF THE PROJECT.

1140 S. Fourth St. Portland, ME 04103

|   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
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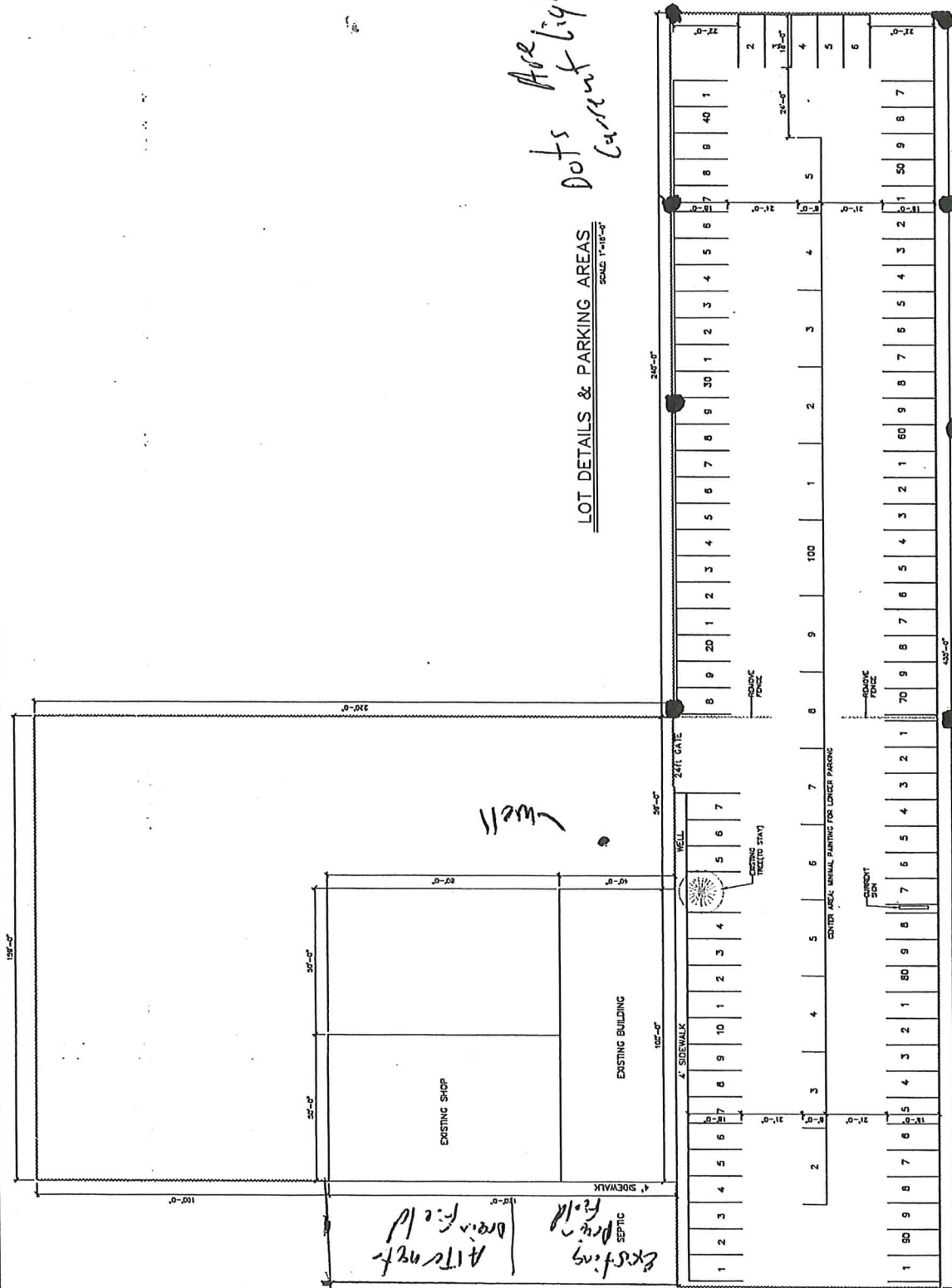
**Kelly Pearo, Drafter**  
7523 285th Ave NW  
Eden Prairie, MN 55324  
Call: 612-404-7643



Dots are light  
Current

## LOT DETAILS & PARKING AREAS

SCALE 1"=10'-0"



BUILDER/CONTRACTOR TO VERIFY ALL DIMENSIONS AND CONDITIONS IN FIELD, AND BE RESPONSIBLE FOR THE SAME. CONTRACTOR TO CONTACT PROVIDER AND/OR OTHER SERVICE PROVIDER ALLOWED PLANS.

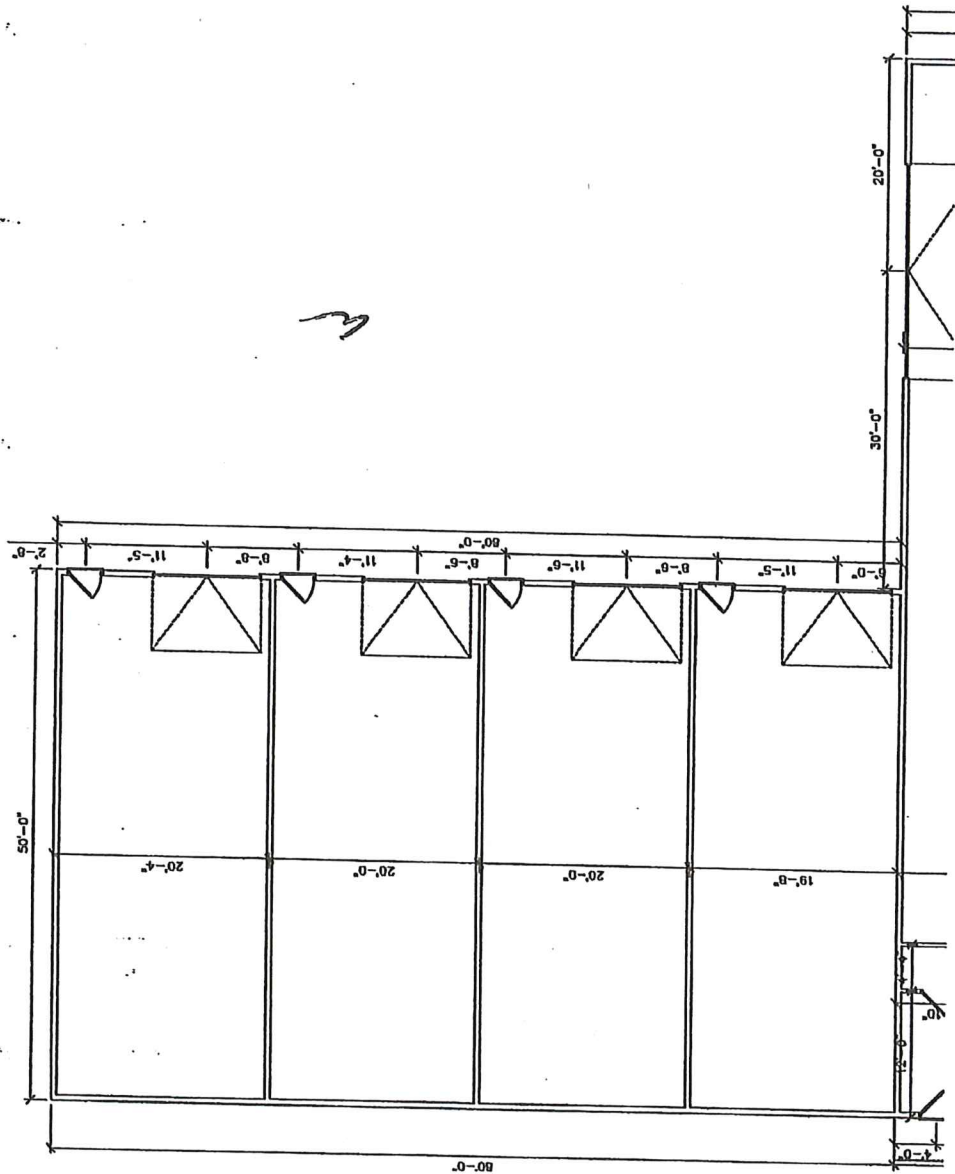
|        |                  |
|--------|------------------|
| NOTES: | DATE: 03-13-2021 |
|        | 20. P/L: N/A     |

NAME: Risa Samalovich  
ADDRESS: 4140 SL Florida Blvd NW  
SL Florida, MN 55770  
PLAN: Remodel

**Kelly Pearo, Drafter**  
7500 105th Ave  
New York, MN  
Cell: 612-404-7003  
E: kpearo@200d.com

PAGE 1 of 2

12x20 " 1/2" 1/2"  
+ 08X25 " 0" 1/2"  
Proposed Back  
2/23/2008



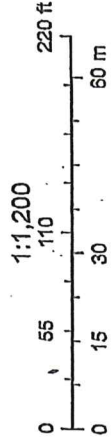
488.4' on West Side  
469.19' on East Side

Lot Size  
Car Sales allowed Area 810' Front



August 6, 2018

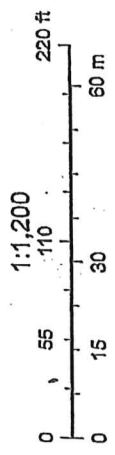
810' Ft in Back



Car Sales allowed Area 2015 Parking Shop Furniture Street 2015 157 Parking for



August 6, 2018



Disclaimer: Map and parcel data are believed to be accurate, but accuracy is not guaranteed. This is not a legal document and should not be substituted for a title search, appraisal, survey, or for zoning verification.

# Car Sales allowed Area

Carlot Parking  
Designated 90' X 435'  
101  
Parking Spot



August 6, 2018

Disclaimer: Map and parcel data are believed to be accurate, but accuracy is not guaranteed. This is not a legal document and should not be substituted for a title search, appraisal, survey, or for zoning verification.

STATE OF MINNESOTA

CITY OF ST. FRANCIS

COUNTY OF ANOKA

CONDITIONAL USE  
PROCEEDINGS

---

In the Matter of

REQUEST OF:

RICHARD AND SUE SONSTEBY,  
APPLICANTS

FIFTH AMENDED ORDER  
FOR CONDITIONAL USE  
PERMIT

---

The above entitled matter came on to be heard before the St. Francis City Council on the 2<sup>nd</sup> day of June, 2003 after a public hearing had been held by the St. Francis Planning Commission on a Petition for an amendment to a Conditional Use Permit pursuant to the St. Francis Zoning Ordinance, St. Francis City Code Chapter 10 for the following described property:

The East 620 feet of the Southwesterly Quarter of the Northeast Quarter, Section 6, Township 33, Range 24, lying North of the South 825 feet thereof and the West 157 feet of the Southeast Quarter of the Northeast Quarter of said Section lying North of the South 825 feet thereof except roads, subject to easements of record.

NOW, THEREFORE, IT IS HEREBY ORDERED, that the FIFTH AMENDED ORDER FOR CONDITIONAL USE PERMIT be granted to St. Francis Auto Part upon the following conditions:

1. An eight (8) foot wooden fence is to be constructed across the North, East and West sides of the subject property according to the amended Site Plan (Exhibit A) on file with the City dated June 2, 2003, pursuant to the FIFTH AMENDED ORDER FOR CONDITIONAL USE PERMIT. The fencing requirement for the salvage operation shall be as follows:
  - a) The required fencing shall be of a uniform elevation and will provide for 100% screening of the salvage yard contents. For the purpose of this requirement, the uniform elevation shall be set at 8 feet above the floor elevation of the existing structure.

The actual height of the fence may vary depending upon topographic conditions. A trim board shall be provided along the top of the fencing material. Tiered fencing may be permitted. In no case shall the elevation of the fence be less than 6 feet above the centerline of Highway 47.

- b) The fencing requirement noted in Item 1, (a) shall be a condition of the FIFTH AMENDED ORDER FOR CONDITIONAL USE PERMIT for the following fencing: (1) The existing fence which commences from the Northeast corner of the existing structure and projects East to the East property line shall be constructed meeting the requirements of Item 1 (a). The fence shall be constructed in the same location or shall be constructed commencing at the Southeast corner of the proposed addition projecting East and terminating at the existing fence along the East property line of the subject property, and (2) The existing fence and gate which commences from the Northwest corner of the existing structure and projects North to the North property line.
  - c) All gates are to be solid so the contents are not visible.
  - d) The fence is to be kept in good repair and in neat condition at all times. The fence required under Item (b) is to be completed prior to the issuance of a Certificate of Occupancy for the proposed addition request under the FIFTH AMENDED ORDER FOR CONDITIONAL USE PERMIT.
  - e) Chain link fencing shall provide slats for screening or other approved screening materials.
- 2. The contents of the salvage yard shall not exceed the height of the fence.
  - 3. The fence shall not be used for bill posting or other advertising purposes, except that one sign (which meets the requirements of the St. Francis City Code) advertising the business of the Applicant will be allowed.
  - 4. There is to be no storage outside of the fence area or visible to the public.
  - 5. Display of vehicles for sale shall be limited to the North 90 feet of the East 465 feet of the subject property. Only vehicles that are operable and in good repair shall be displayed outside of the fenced area. No vehicles with body damage or missing components shall be permitted to be displayed outside of the fenced area.
  - 6. Demolishing or wrecking of cars shall be permitted between the hours of 7 a.m. to 8 p.m. Monday through Saturday.
  - 7. No combustible material of any kind not necessary or beneficial to the business shall be kept on the premises nor shall the premises be allowed to become a fire hazard.

8. All vehicle fluids shall be removed and disposed of in an environmentally approved manner from any scrapped engines or scrapped vehicles on the premises. The removal of said fluids shall be conducted in accordance with EPA regulations. Fluids shall not be removed in the storage area of the salvage yard.
9. The applicant shall at all times retain on file and shall permit inspection by any member of the St. Francis City Council or its authorized representative the following:
  - a) A copy of the Bill of Sale or Title Card, with motor vehicle serial number contained thereon, for each motor vehicle purchased within the previous thirty-six (36) months.
  - b) The name, address, and telephone number of each person who has sold a motor vehicle to the business within the previous thirty-six (36) months and attached thereto or filed therewith shall be the license number of the motor vehicle to be junked and in addition to the foregoing, information shall be filed containing the description, license number and serial number that was sold to the business.
10. The salvage yard shall not be allowed to become a nuisance or operated in such a manner to become injurious to the health, safety, or welfare of the community or any resident close by. IN order to help prevent groundwater contamination, a 50 foot wellhead protection area shall be established (Exhibit B). No storage shall be permitted within the Wellhead Protection Area. No storage shall be permitted within the on-site sewage treatment area located along the East property line (Exhibit B).
11. Twenty-one Hardsurfaced off street parking stalls shall be provided pursuant to the site plan dated February 24, 1997, maintained for employees and patrons of the premises.
12. (Condition #12 Repealed as per Third Amended CUP).
13. The driveway established at the time of this permit was granted will be allowed by the State of Minnesota and the City. At the time the use of the land is changed or the parcel is subdivided a new driveway permit must be obtained from the Minnesota Department of Transportation.
14. (Condition #14 Repealed as per Third Amended CUP).
15. (Condition #15 Repealed as per Third Amended CUP).
16. (Condition #16 Repealed as per Third Amended CUP).
17. This permit is conditioned upon the Applicant obtaining and having in full force all necessary permits, license and approvals from the City, County, State or other governmental agencies which have jurisdiction over such project. In the event that any such permit, license or approval is revoked or not renewed, that shall be considered a violation of this permit.

18. That in the event of any violation of State Law, City Ordinances or conditions and covenants herein found, the City shall give the developer written notice of a public hearing which is to be held within thirty (30) days and notice to cure such violation or defect within Thirty (30) days. If such violation or defect is not cured, the City shall hold a public hearing for the purpose of determining whether or not the Conditional Use has been violated, and if the Council so finds a violation exists which has not been cured, then the City shall have the right to declare this Conditional Use Permit null and void.
19. This Conditional Use Permit shall be reviewed on a yearly basis at the time of the renewal of the Salvage Yard License.
20. The Conditional Use Permit shall be effective commencing on the 8<sup>th</sup> day of September, 1987 and the Amended Order shall be effective commencing on the 1<sup>st</sup> day of October, 1990 and the legal description contained in the Second Amended Conditional Use Permit shall relate back to the effective date of the above referenced agreements, and the City Clerk shall cause this permit to be duly recorded in the office of the Anoka County Recorder.
21. The applicant shall pay all reasonable fees and expenses of the City for work performed by the City Administration, Attorney or Engineer in regard to the issuance and enforcement of this Conditional Use Permit.
22. The use (salvage yard) cannot expand beyond its current limits. Expansion of the salvage yard shall require an amendment to the Conditional Use Permit.
23. The applicant shall be responsible for the cost of constructing turn lanes on Highway 47 at such time as they are required by the State of Minnesota.
24. The applicant shall install the required site improvements as noted on the revised Site Plan dated February 24, 1997.
25. The permitted area for the Auto Salvage operation shall exclude the South 110 feet of the East 313 feet of the subject property. This area shall be designated for Personal Storage.

BE IT FURTHER RESOLVED that the City of St. Francis hereby approves a Conditional Use Permit for one (1) 50 foot by 200 foot Personal Storage structure pursuant to the following conditions:

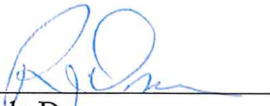
1. The Personal Storage structure (one 50 foot by 200 foot structure) shall be confined to the South 110 feet of the East 313 feet of the subject property.
2. Site screening shall be provided in accordance to the proposed site plan and fencing requirements provided for under the Auto Salvage Conditional Use Permit.
3. A complete drainage plan shall be prepared and submitted to the City for review prior to construction of additional storage units.
4. Waste shall not be allowed to accumulate on the site of the Personal Storage Units. All household waste, furniture, discarded items, etc. shall be promptly removed from the site.

5. If open storage is requested, permitted items shall be limited to boats, campers, trailers, and personal recreational vehicles. Items located within an open storage area shall not be visible from State Highway 47. The open storage area shall be constructed with at Class 5 gravel. Grass and weeds shall not be permitted to exceeds 6 inches in height within the open storage area.
6. All vehicles, vehicle parts and components, and other associated with the auto salvage operation shall be removed from within the area approved for Personal Storage before the issuance of a building permit for the Personal Storage structure.
7. The parking and drives intended to service the Personal Storage Units shall be hardsurfaced.
8. The eastern wall of the Personal Storage unit shall be constructed in accordance with the architectural requirements of the Light Industrial Zoning District.

Date: 6-3, 2003

CITY OF ST. FRANCIS

APPROVED:

  
Randy Dressen  
Acting Mayor of St. Francis

ATTEST:

  
Barbara I. Held  
City Clerk/Treasurer

STATE OF MINNESOTA    )  
                                          ) ss.  
COUNTY OF BENTON    )

The foregoing instrument was acknowledged before me this 6<sup>th</sup> day of June, 2003, by Randy Dressen and Barbara I. Held, its Acting Mayor and City Clerk/Treasurer of the City of St. Francis.

  
Notary Public

