



PLANNING COMMISSION

January 20, 2021 at 7:00 PM

Meeting will be held virtually on Zoom

AGENDA

1. Call to Order/Pledge of Allegiance
2. Roll Call
3. Adopt Agenda
4. Approve Minutes December 16, 2020
5. Public Comment
6. Public Hearings
 - a. Public Hearing – Zoning Code Rewrite
7. Discussion by Planning Commissioners
8. 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 Attached

Zoom meeting.

Topic: Planning Commission - January 20_2021

Time: Jan 20, 2021 07:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89198810728?pwd=ZDN5bE5veXJldVITNU1sd25PbWp4Zz09>

Meeting ID: 891 9881 0728

Passcode: RCR64Q

One tap mobile

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**CITY OF ST. FRANCIS
ST. FRANCIS, MN
PLANNING COMMISSION MINUTES**

December 16, 2020

1. **Call to Order:** The Planning Commission meeting was called to order at 7:14 pm by Chairman Zutz virtually through Zoom
2. **Roll Call:** Present were Todd Gardner, Greg Zutz, Liz Fairbanks and William Murray, Tara Kelly. Absent: Colleen Sievert and Joe Kollodge

Others in attendance: Kate Thunstrom- Community Development Director, Beth Richmond – City Planner, Kevin Robinson - City Council, Jodie Steffes – Community Development Specialist

3. **Adopt Agenda:** Motion by Gardner, second by Murry to approve the agenda. Motion carried 5-0.
4. **Approve Minutes:** Motion by Gardner, second by Fairbanks to approve the November 18, 2020 minutes. Motion carried 5-0.
5. **Public Comment:** None received
6. **Regular Business Items:**

- a. Concept Plan – Senior Housing, Anderson Companies
Richmond reviewed the packet. The project is proposed as a single building, 125 units with four floors and below ground parking. This project requires a Comp Plan Amendment, rezoning, administrative subdivision a preliminary and final plat.

Greg Anderson of Anderson Companies identified that height is important, he has concerns about setbacks on Bridge Street and will work with Beth on other goals. It is also important to get the drop off/pick up area away from high traffic areas and wayfinding is important. Working on a plan to fit zoning and some design standard requests.

Commission discussion included the trail along the Rum River and its potential use as access to the river side of the building and fire access concerns. The property is held by Anoka County and has a steep hill. Traffic will be reviewed by Anoka County. Balconies will be included on independent living units to look out the SW side and the River. Balconies also break up the architecture and will look at intermittent mix of them. If the property overlaps with the River set backs the City will be in discussion with the DNR on allowing a PUD. Group looking for aesthetics such as a trail or sidewalk along bridge to connect to trails, decorative or well-placed plantings around pond. If pond is located in the rear of the property it will require the removal of several trees in which the existing neighborhood uses for privacy. It was requested that the project look at 229th for a second access. The discussion identified a large wetland and city ROW that would need to be dealt with. Fire hydrants will be proposed in the next step.

Group would like to keep trees on the south side verses moving the pond.
Richmond will work with Mr. Anderson on building placement.

Overall, Commission is supportive of the project and favor the concept moving forward to Council for comment.

7. **Planning Commission Discussion** –

- a. This will be Bill Murrays last Commission meeting as his term is up. His years of service are greatly appreciated and his input valuable.
- b. There have been two new applications received and will be reviewed for the openings in Commission seats.
- c. Commissioner Gardner announced he will be moving and his term will be end May 31, 2021

8. **Adjournment:** Motion by Fairbanks, second by Murray to adjourn. Motion carried 0-0.
Meeting adjourned at 8:08 pm.

Website Link to Packets and Minutes for the Planning Commission:

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

Signed by: Kate Thunstrom

DATE APPROVED:

PLANNING REPORT

TO: City of St. Francis Planning Commission
FROM: Beth Richmond, Consulting Planner
DATE: January 13, 2021
SUBJECT: Zoning Code Rewrite Public Hearing
MEETING DATE: January 20, 2021

Overview

Over the past 6 months, City Staff and HKGi have been working to update Chapters 10 (Zoning) and 11 (Subdivision) of the City Code. This update resulted from a need to implement the St. Francis 2040 Comprehensive Plan that was adopted in March 2020, bring the Code up to date to reflect current land use trends, and to efficiently update several areas of the Code simultaneously. The Planning and Zoning Commission and City Council have given feedback and input throughout the ordinance drafting process. Draft code chapters were prepared for public review and published on the City's website in December.

PC Meeting

The draft code chapters were available for public view on the City's website beginning in December. In preparation for the public hearing on January 20th, members of the public were notified of the draft code via published public notice and the City's newsletter. At this time, Staff has not received any additional comments or input from Commissioners, Councilmembers, or members of the public. A clean version of the draft chapters with updated references has been prepared and is available for review on the City's website <https://www.stfrancismn.org/commdev/page/2040-comprehensive-plan-and-code-update>

At the January 20th meeting, Staff will present an overview of the review process and discuss the main improvements to the code that were included in the rewrite. An Executive Summary is attached that describes the key code changes included in the update. At the meeting, the Commission will hear public feedback by holding a public hearing and utilize that feedback to inform their recommendation to the City Council. Staff will be available for questions and to receive feedback from the Planning Commission as well as the general public at the public hearing. The Commission may recommend amendments and changes to the text as presented before going to Council or may table the item for further consideration. Once the Planning Commission has taken action by making a recommendation, the Council will review the ordinance and take final action on the item.

Timeline & Next Steps

If the ordinance is recommended for adoption on January 20th, it will be reviewed by Council on February 1st (1st reading) and February 15th (2nd reading). After the 2nd reading, the ordinance will be published for 30 days before going into effect.

Following the adoption of the updated zoning ordinance and establishment of the new zoning districts, the zoning map will be updated. Staff is tentatively planning to present the updated zoning map for review by the Planning Commission at a public hearing on February 17th. Additional community engagement is planned for this step in the update process.

CITY OF ST. FRANCIS ZONING CODE UPDATE

Executive Summary | January 2021



This Executive Summary is intended to provide a brief description of St. Francis's revised Zoning and Subdivision Chapters, including their basic structure, key features, and the significant changes made between the existing and revised Chapters. St. Francis's revised Zoning and Subdivision Chapters are the official body of rules and regulations to guide land use and development in the City of St. Francis. While the City has routinely adopted amendments to address specific issues, a

comprehensive evaluation of all its development codes was needed to update inconsistencies within its development codes as well as with the City's long-term plans, goals, and needs, particularly the 2020 Comprehensive Plan. The Zoning Code Update revised Chapter 10 Zoning and Chapter 11 Subdivision.

BASIC STRUCTURE OF NEW CODE



In order to make the Code more user-friendly for interested parties (property owners, developers, citizens, staff, public officials), a new organizational level was introduced as part of the update, called Division. Divisions include groups of Sections, and multiple Divisions make up a Chapter. The updated structure of the Code is listed below.

Chapter 10 Zoning

- » Division 1 Title, Rules, Application
- » Division 2 Rules and Definitions
- » Division 3 Administration and Procedures
- » Division 4 Base Zoning Districts
- » Division 5 Overlay Zoning Districts
- » Division 6 Use-Specific Standards
- » Division 7 Development Standards
- » Division 8 Stormwater
- » Division 9 Signage

Chapter 11 Subdivision

- » Division 1 Title and Application
- » Division 2 Rules and Definitions
- » Division 3 Administration and Procedures
- » Division 4 Design Standards
- » Division 5 Required Improvements
- » Division 6 Enforcement



CHANGES TO BASE DISTRICTS

A number of new zoning districts were created as a result of the code update:

UR Urban Reserve District

- » Changed to UR from A-3 Interim Agriculture to reflect the Comprehensive Plan's Future Land Use map.

R-1 Urban Low Density Residential District

- » Combines existing R-1 Urban Estate Single Family Residential District and R-2 Urban Single Family Residential District into one

BPK Business Park District

- » Combines existing B-3 Business Park District and I-1 Light Industrial District into one



USE & DIMENSIONAL TABLES

- » Uses will now be consolidated into tables: three for principal uses and three for accessory uses
- » Uses are identified as "Permitted", "Permitted with Standards", "Conditional", or "Interim"
- » A Permitted with Standards use is a use that can be allowed administratively so long as specific use standards are met. These uses are also subject to all other standards in the Code.
- » Tables for lot and site dimensions have also been created.

Use Type	Zoning District			
	RR	R-1	R-2	R-3
Residential				
Household Living				
Dwelling, single-unit detached	PS	PS	PS	
Dwelling, farmstead	I	I	I	I
Dwelling, twinhome		P	P	

Use Table Format:

KEY IMPROVEMENTS



Consolidation and creation of zoning districts



Organization of zoning district uses and dimensional standards into concise yet comprehensive tables



Codification of site and architectural standards for B-1 district



Creation of Use-Specific Standards Division consolidating scattered existing standards and new standards into a single location

B-1 DISTRICT STANDARDS



Design standards listed in the St. Francis Design Guidelines were codified as part of the update and included as B-1 District standards.

Site Design Standards

- » Parking lot location
 - Parking lots prohibited in the front yard
- » Driveway access
 - No new accesses onto Bridge Street permitted



Building Design Standards

- » Building frontage
 - No less than 70% of the ground floor frontage on Bridge Street shall be used for a commercial purpose
- » Entryways
 - Primary entrance oriented toward Bridge Street
- » Facade articulation and detail
 - Massing, color, or building material changes at least every 60 linear feet along street
 - Articulation includes cornices, molding, columns, pilasters, vertical recesses or projections of the wall face, or other ornamentation



- » Windows/transparency
 - Street-facing walls shall be at least 30% transparent

PROCEDURAL CHANGES



Minor Subdivision

- » Subdivision creating not more than three parcels
- » Reviewed and approved by City Council

Site Plan Review

- » Specified when site plan review will be conducted administratively and when the Planning Commission and City Council will review and approve

Planned Unit Development (PUD)

- » Major and minor amendments clarified



USE-SPECIFIC STANDARDS

Use-Specific Standards, which are located in Chapter 10 Division 6, are those standards that only apply to a specific use. They are organized in one section to eliminate repetition in the Code. Examples of uses being newly addressed through the Code update include:

Vehicle Sales

- » Includes in-person and online sales, leasing, and rental
- » Moratorium established Spring 2020
- » Allowed as conditional use in B-2 and I-1 districts and permitted with standards use in BPK district
- » Required to have frontage on Hwy 47

Rural Event Center

- » Includes uses like "wedding barns," where groups of people gather for one-time events in rural areas of the City
- » Allowed as permitted with standards use in A-2 district

Mobile Food Units

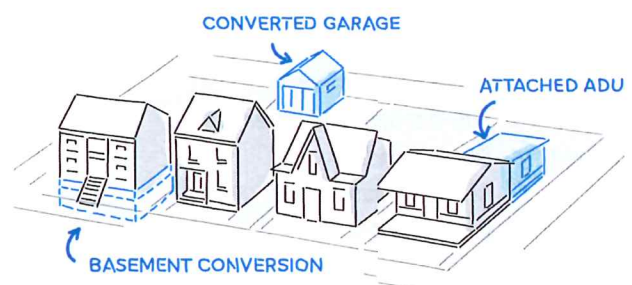
- » Pertains to mobile food units parked on private property
- » Allowed as permitted with standards accessory use in B-1, B-2, and BPK districts

Short-Term Vacation Rentals

- » Includes AirBnB, VRBO, etc.
- » Allowed as permitted with standards accessory use in A-2, UR, RR, R-1, and R-2 districts
- » Number of guests limited to two times the number of bedrooms plus one

Accessory Dwelling Units (ADUs)

- » A self-contained dwelling unit with a separate entrance, kitchen, sleeping area, and full bathroom facilities, which is located within or attached to an existing residential dwelling or detached garage.



- » Allowed as permitted with standards accessory use in UR, RR, and R-1 districts
- » Requirements
 - Property owner(s) must live in at least one of the dwelling units on-site
 - No larger than 35% finished floor area of principal structure
 - Deed restriction required limiting independent sale of ADUs