

**CITY OF ST. FRANCIS
ST. FRANCIS, MN
PLANNING COMMISSION MINUTES
October 21, 2020**

1. **Call to Order:** The Planning Commission meeting was called to order at 7:00 pm by Chairman Zutz. Via Zoom
2. **Roll Call:** Present were Todd Gardner, Greg Zutz, Liz Fairbanks and William Murray.
Absent: Colleen Sievert, Tara Kelly and Joe Kollodge

Others in attendance: Kate Thunstrom- Community Development Director, Kevin Robinson - City Council, Beth Richmond – City Planner
3. **Adopt Agenda:** Motion by Murray, second by Fairbanks to approve the agenda.
Motion carried 4-0.
4. **Approve Minutes:** Motion by Zutz with correction in section 6a, third paragraph, Hwy 37 should be Hwy 47, second by Murray to approve the September 16, 2020 minutes.
Motion carried 4-0.
5. **Public Comment:** No members of public present
6. **Regular Business Items:**

- a. Concept Plan – Rita Meadows
Richmond reviewed packet and slides to identify the proposed plan for development upon this location. Request of PC to review and provide feedback. Changes need to be addressed on street and ROW as it stands today. Utilities to be extended from Poppy St. If streets are made private need to address public utilities under private streets.

Discussion included: applicant will keep improving design to meet requirements. The corrected ROW may reduce the project by four lots. One thing to consider may be creating those four immediate lots into two long lots. Stormwater questions remain and applicant needs to work with an engineer and survey professional to address outstanding questions.

The idea of parking on Poppy street was discussed and would not be favored for overflow parking of this area. Park dedication would apply and may have ability to be offset slightly if a trail was put through the development.

- b. Zoning Code Rewrite Update
Comment deadline on items discussed tonight: October 28, 2020
Richmond reviewed the attachments and slides.

Agricultural districts: discussion of 10-acre requirement and how it applies
Residential districts: Reduce lot dimensions to work on density as outlined in the comp plan. PC requested any comparisons to other cities. Is there anything related to house sizes.

Business/Industrial – no comments

Auto – consider applying marine and ORV sales to the same parameters

ADU's – PC felt it may be beneficial to have a minimum lot size. Group was ok with all types, internal and external. Parking was questioned in regards to could it go by square footage or by bedroom count.

Ended conversation with ADU's

Group elected to hold a Special Meeting on Wednesday, October 28th at 7:00 pm to continue discussion of Zoning Codes.

7. **Planning Commission Discussion** – none
8. **Adjournment**: Motion by Gardner, second by Fairbanks to adjourn. Motion carried 4-0. Meeting adjourned at 9:08 pm.

Website Link to Packets and Minutes for the Planning Commission:

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

Signed by: Kate Thunstrom

DATE APPROVED: October 28, 2020

Code Rewrite Update

Planning Commission – October 21, 2020

Outline

- **Zoning Districts**
 - Purpose Statements
 - Uses
 - Lot and Site Dimensions
- **Use-Specific Standards**
- **Next Steps**

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Outline

2

Zoning Districts:

- **Principal Uses**
 - Permitted
 - **Permitted with Standards**
 - Conditional
 - Interim
- **Accessory**

Existing Districts		Proposed Districts	
A-1	Permanent Agriculture	A-1	Permanent Agriculture
A-2	Rural Estate – Agriculture	A-2	Rural Estate – Agriculture
A-3	Interim Agriculture	UR	Urban Reserve
RR	Rural Residential	RR	Rural Residential
R-1	Urban Estate Single-Family Residential		
R-2	Urban Single-Family Residential	R-1	Urban Low Density Detached Residential
R-3	Medium Density Residential	R-2	Medium Density Detached and Attached Residential
R-4	High Density Residential	R-3	High Density Residential
B-1	Central Business	B-1	Central Business
B-2	General Business	B-2	General Business
B-3	Business Park	BPK	Business Park
I-1	Light Industrial		
I-2	General Industrial	I-1	General Industrial
I-3	Isolated Industrial	I-2	Isolated Industrial

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Outline

3

AGRICULTURAL

10/21/2020
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Agricultural

4

District Purpose Statements: A-1, A-2

- **A-1 Permanent Agriculture District**

- The A-1, Permanent Agriculture District is intended to accommodate those farms willing to make **long term commitments** to agricultural operations. This district is intended to contain those areas of St. Francis in the rural service area where, because of the land capability, and capital investment in farming operations, it is necessary to preserve, promote, maintain, and enhance the use of land for long term agricultural purposes. This district will be used solely at the request of area farmers.

- **A-2 Rural Estate-Agriculture District**

- The purpose of the A-2 District is to provide suitable areas of the City to be retained and utilized for **agricultural uses, un-sewered residential** in a rural pattern, and **open space**, and to prevent rapid urbanization and provide economy in public expenditures.

District Purpose Statements: UR, RR

- **UR Urban Reserve District**

- The purpose of the UR District is to **reserve land for future urban development**. Areas within this district face imminent urbanization. Uses which do not hinder the future possibility of urban development in the area, such as interim agriculture or large lot, un-sewered residential are appropriate in this district. At such time as the land is developed, the land shall be rezoned out of this district.

- **RR Rural Residential District**

- The purpose of the RR District is to accommodate and preserve **existing un-sewered single unit** residential homes developed at low densities (no greater than one (1) unit per five (5) acres). This district is **not** meant to be expanded further.

Uses – Agricultural

A-1	A-2	UR
Permanent Agriculture	Rural Estate – Agriculture	Urban Reserve
• Single-family detached dwellings, farmsteads • Forestry, nurseries, greenhouses, tree farms excluding retail sales • General agriculture • Hobby farm • Nature preservation/conservation	• A-1 uses PLUS: • Bed and breakfast • Animal boarding, shelter, daycare • Rural event center • Commercial animal feedlots • Commercial horse stables • Wildlife areas, sanctuaries, game refuges	• Single-family detached dwellings, farmsteads • Animal boarding, shelter, daycare • Forestry, nurseries, greenhouses, and tree farms • General agriculture • Commercial horse stables

Lot Dimensions: A-1, A-2, UR

District	Lot Area Minimum (sq. ft.)	Lot Area Minimum (sq. ft.)	Lot Width Minimum (ft.)	Lot Width Minimum (ft.)
	Existing	Proposed	Existing	Proposed
A-1	40 acres	40 acres	150	150
A-2	10 acres	10 acres (remove “buildable acres” requirement)	300	300
UR	10 acres	10 acres	300	300

Site Dimensions – Agriculture

- No major changes proposed

District	Existing Setbacks (ft.)			
	Front	Side	Rear	Height
A-1	75/35	10	35	3 st./35'
A-2	75/35	10	35	3 st. /35'
UR	75/35	10	35	3 st./35'

RESIDENTIAL

District Purpose Statements: R-1, R-2, R-3

10/21/2020
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- **R-1 Urban Low Density Detached Residential District**
 - The purpose of the R-1, Urban Low Density Residential District is to provide for **detached single-unit** residential uses served by municipal sanitary sewer. Two-unit residential uses may also be located in this district.
- **R-2 Medium Density Detached and Attached Residential District**
 - The R-2 District is intended to support a **mixture of detached and attached** residential units served by **municipal sanitary sewer**. This district is appropriate for smaller lot detached units and limited attached units such as townhomes and rowhouses.
- **R-3 High Density Residential District**
 - The R-3 District is intended to provide for higher density **attached residential** housing types in a **vertical or horizontal orientation** within the Urban Service Area. This district is intended to support areas of greater concentrations of commercial, employment, and public activity.

Residential

11

Residential Uses

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R-1	R-2	R-3
Low Density Residential	Medium Density Residential	High Density Residential
• Single-family detached dwellings, including manufactured homes • Twinhome; two-family dwelling • State-licensed residential facility serving up to 6 persons	• Single-family detached dwellings, including manufactured homes • Twinhome • Two- to four-household • Attached townhouses or rowhouses • State-licensed residential facility • Bed and breakfast	• Attached townhouses or rowhouses • Apartment • Senior living facilities • State-licensed residential facility serving 7-16 persons

Residential

12

Lot Dimensions: R-1

Use Type	Lot Area Minimum (sq. ft.)	Lot Area Minimum (sq. ft.)	Lot Width Minimum (ft.)	Lot Width Minimum (ft.)
	Existing	Proposed	Existing	Proposed
Dwelling, single-household detached	10,800	10,800	80	80
Dwelling, twinhome	14,000	6,000/unit	100	50
Dwelling, two-unit	14,000	6,000/unit	100	80

Lot Dimensions: R-2

Use Type	Lot Area Minimum (sq. ft.)	Lot Area Minimum (sq. ft.)	Lot Width Minimum (ft.)	Lot Width Minimum (ft.)
	Existing	Proposed	Existing	Proposed
Dwelling, single-household detached		7,200		70
Dwelling, twinhome	7,000 per unit/14,000 total	5,000 each unit	100	50
Dwelling, two- to four-unit	7,000 per unit/14,000 total	5,000 each unit	100	80
Dwelling, attached townhouses or rowhouses	5,000 per unit/15,000 min. total	3,500 each unit	100	24

**Consider lot averaging within a development*

Lot Dimensions: R-3

Use Type	Lot Area Minimum (sq. ft.)	Lot Area Minimum (sq. ft.)	Lot Width Minimum (ft.)	Lot Width Minimum (ft.)
	Existing	Proposed	Existing	Proposed
Dwelling, attached townhouses or rowhouses		3,500 each unit		24
Dwelling, apartment (5 or more units)	2,000 per unit/15,000 min. total	2,000 each unit	100	100

Site Dimensions – Residential

District	Existing Setbacks				Proposed Setbacks			
	Front	Side	C. Side	Rear	Front	Side	C. Side	Rear
RR	50/35	25		35	50/35	10	20	35
R-1	30	10/5	20	30	25	10/5	20	30
R-2	25			25	25	10/5/15	20	25
R-3	60 (bldg), 30 (pkg)	25		25	30*	10/15	20*	25*

*50' building setback from adjacent R-1 or R-2

Site Dimensions – Residential

	Maximum Height	Maximum Impervious Surface
R-1	3 st./35'	35%
R-2	3 st./35'	50%
R-3	3 st./35'	50%

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Residential

17

BUSINESS

10/21/2020
Planning
CommissionBusiness &
Industrial

18

District Purpose Statements: B-1, B-2

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• B-1 Central Business District

- The purpose of the B-1, Central Business District, is to provide for the establishment of a **mix** of cultural, civic, entertainment, retail, service, office, and multi-unit housing uses in the area along the **Bridge Street** corridor. Consideration for **pedestrian** and bicycle access shall be integrated.

• B-2 General Business District

- The purpose of the B-2, General Business District is to provide for higher intensity retail, office, and service-oriented business along **arterial roadways**. The uses in this District shall be oriented toward **motorists** and rely on higher volumes of traffic.

Business &
Industrial

19

Business Uses

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B-1	B-2
Central Business	General Business
•Apartment mixed use	•Hotel
•Dwelling, live/work	•Child care center
•Bed and breakfast	•Animal clinic
•Retail or service store	•Auto fueling; Auto service, minor
•Retail with residential above	•Commercial center
•Municipal buildings	•Retail or service store
•Office	•Office
•Theater, dance, or music performance facility	•Commercial recreation

Business &
Industrial

20

District Purpose Statements: BPK, I-1, I-2

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• BPK Business Park District

- The BPK district is intended to provide for a mix of compatible **office and light industrial uses** situated in transitional areas near the City's main transportation corridors. Uses in this district are limited to those that are compatible with lower intensity residential and business uses and which have limited amounts of truck traffic in comparison to higher intensity industrial uses.

• I-1 General Industrial District

- The purpose of the I-1, General Industrial District is to provide areas suitable for the location of **higher-intensity industrial** activities which have adequate and convenient access to major streets and provide effective controls for "nuisance" and pollution characteristics. This district is intended to be located fully within the City's urban service area.

• I-2 Isolated Industrial District

- The general intent of this district is to accommodate industrial users that, due to the nature of their operations, must be **isolated** from urban areas.

Business &
Industrial

21

Industrial Uses

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BPK	I-1	I-2
Business Park	General Industrial	Isolated Industrial
• Auto fueling; Auto service, minor	• Auto repair, major	• Manufacturing, storage, and testing of explosives and component parts
• Auto sales, leasing, and rental (online and in-person)	• Auto sales, leasing, and rental (online and in-person)	
• Chemical dependency treatment center	• Construction contractor yard	
• Indoor commercial recreation	• Laboratory	
• Laboratory	• Manufacturing	
• Light manufacturing	• Open and outdoor storage	
• Makerspace/studio	• Self-storage facility	
• Offices	• Warehouse or wholesale establishment	

Business &
Industrial

22

Lot Dimensions: Business & Industrial

10/21/2020
Planning
Commission

Use Type	Lot Area Minimum (sq. ft.)	Lot Width Minimum (ft.)
	Existing	Existing
B-1	N/A	N/A
B-2	20,000	100
BPK	25,000	150
I-1	25,000	150
I-2	10 acres	330

Business &
Industrial

23

Site Dimensions – Business & Industrial

10/21/2020
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- 25' setback from residential districts (B-2, BPK)
- 50' setback from residential districts (I-1, I-2)

District	Existing Setbacks				Existing Height/Impervious		Proposed Setbacks		
	Front	Side	C. Side	Rear	Height	Impervious	Front	Side	Rear
B-1	10/0	0	0	0	Min: 20' Max: 3 st./45'		10/0	0	0
B-2	50/25	10		25	40	80%	50/25	10	25
BPK	50/35	20 (25 if rez)	35	25	40/35	80%	50/25	10	25
I-1	50/35	25	35	25	35	80%	50/25	10	25
I-2	75/35	20		35	35		75/35	20	35

Business &
Industrial

24

USE-SPECIFIC STANDARDS

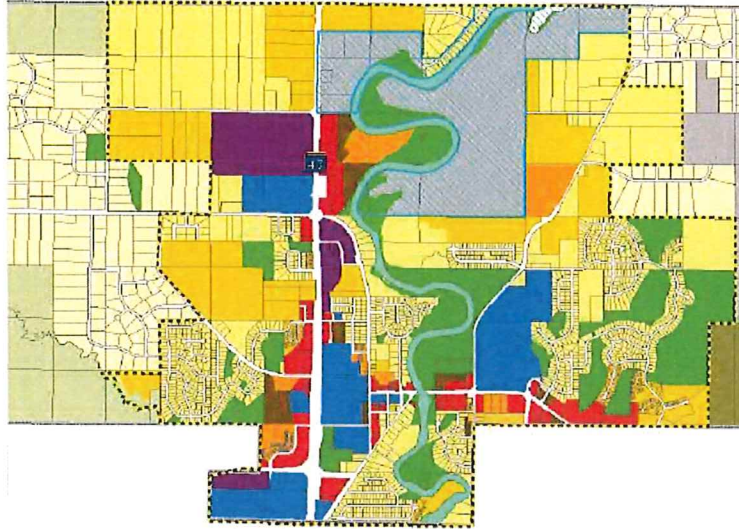
- Automobile Sales
- Accessory Dwelling Units (ADUs)
- Mobile Food Units (MFUs)
- Outdoor Dining
- Rural Event Centers
- Short-Term Vacation Rentals

Automobile Sales

- a) Automobile sales uses shall have **frontage on Highway 47**.
- b) Any auto sales use adjacent to a residential district shall be **screened from view** following screening requirements in City Code Section 10-20 Fencing/Screening/Landscaping.
- c) All automobile sales uses and dealers shall obtain the appropriate **license** from the State of MN.
- d) No fewer than 5 parking spaces per tenant shall be provided. The number of tenant and customer parking spaces provided shall meet or exceed the City's parking requirements for auto sales as established in Code Section 10-19 General Parking, Access, and Loading Requirements.
- e) Parking areas on-site shall be designed in accordance with City Code Sections 10-19-4 and 10-19-8.
- f) All cars parked on the property shall be licensed and registered or current dealer-owned inventory.
- g) Wrecked cars shall not be allowed on-site.
- h) No automobile repair or service is permitted on-site.
- i) Hours of operation shall be limited to 7am to 10pm.
- j) All exterior lighting on the site shall meet the regulations established in City Code Section 10-16-8 Exterior Lighting.

Auto Sales

- BPK, I-1



10/21/2020
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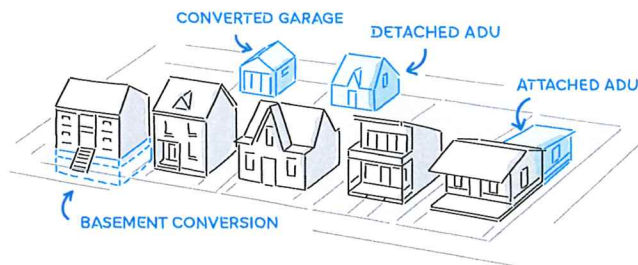
Use-
Specific
Standards

27

Accessory Dwelling Units (ADUs)

The basics

- Accessory Dwelling Units (ADUs) are dwellings located on the same lot as a primary home and have their own entrance, kitchen, living area, and bathroom.
- They are also sometimes called in-law suite, granny flat, or carriage house.
- ADUs are a common zoning topic today because of the national challenge of housing affordability and availability.



10/21/2020
Planning
Commission

Use-
Specific
Standards

28

Accessory Dwelling Units (ADUs)

Why ADUs are being considered

- ADUs provide housing for family members, students, the elderly, in-home health care providers, the disabled, and others
- Homeowners who create ADUs benefit from added income and the presence of others on their property
- Offer a lower cost housing to meet the needs of existing and future residents within existing neighborhoods, while respecting architectural character
- They provide additional options for renters, who are able to be a part of neighborhoods rather than larger complexes
- They provide options for smaller one or two person households, many of whom may want to stay within their neighborhood

Accessory Dwelling Units (ADUs)

- **Potential Definition**
 - 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.
- **Potential Zoning Districts**
 - Typically allowed in estate or single-family districts
 - UR, RR, R-1

ADUs – Regulations

Topic	Sample language and/or thresholds
Type	- Internal – within the principal structure, such as a converted basement or attic. - Attached – share one or more walls with the principal structure. These are generally constructed as additions or conversions of attached garages - Detached – these may be the conversion of an existing, detached garage, additions to a detached garage, or freestanding structures
Lot Size	- Not all codes require a minimum lot size - Standards for lot size also seem to vary relative to what type of ADU is allowed. - In general, the codes reviewed had ADUs being allowed for lots 6,000 sq. ft. to 1 acre.
Lot Coverage	Few examples ranged from 20% to 35%. This may be an approach instead of lot size.
Minimum ADU Size	Generally, vary from 200 to 500 square feet. Recommend that at least meet minimum building code standards for efficiency unit.
Maximum ADU Size	- Sometimes these vary depending on type of ADU - Many different standards used, including maximum square footage, percent of finished floor area, and percent of footprint. Some codes do the lesser of size and percent. Example thresholds include: 650 to 1,000 square feet - Percentage of finished floor area (30%, 50%) - Percentage of footprint (33%, 40%)
Owner Occupied	Example standard – The owner(s) of the residence in which the accessory dwelling unit is created must continue to occupy at least one of the dwelling units as their primary residence, except for a bona fide temporary absence.

ADUs – Regulations

Topic	Sample language and/or thresholds
Parking Spaces	- Example standard - Off-street parking spaces must be available for use by the owner-occupant(s) and tenant(s) - Potential thresholds - None required 1 required for ADU, 2 required for main home 2 required for ADU, 1 required for main home 2 required for ADU, 2 required for main home - Primary home must have 4 off-street spaces
Entrance location	Example standard – any new, separate outside entrance serving an accessory dwelling unit shall be located on the side or in the rear of the building.
Water/Sewer Connection	Some communities require the water/sewer connection to be connected to the existing home while others require it to come from the street. City engineering input would be helpful. One reason for the standard to come from the house may be to prevent the units from being separated.
Number of Occupants	2 to 4 for the accessory dwelling unit
Max Number of ADUs	Example standard – Only one accessory dwelling unit may be created with a single-family dwelling
Independent Sale of ADU	Deed restriction limiting independent sale and restrictions to the size limitations and other requirements
Short-term rental	In some communities this is prohibited.
Home occupation	Can either the owner-occupant or tenant have a home occupation?